MINNESOTA STATE UNIVERSITY, MANKATO

AFSCME JOB POSTING

Classification
Office and Administrative Specialist Senior

ANNOUNCEMENT NUMBER: 09-1221

OPENING DATE: 04/18/2024

CLOSING DATE: 04/24/2024

In accordance with Article 12 and Appendix O of the agreement between AFSCME, Council 5 and the State of Minnesota, the following position is vacant. Only eligible employees, as defined by the provisions of Article 12, Section 6, may submit bid for the vacancy. Please review all respective contract language to determine bid eligibility. To bid on this vacancy, you must complete a Bid Application for Vacant Position which may be obtained from the Human Resources Web page at: https://www.mnsu.edu/hr/forms/index.php?id=ab

No bids shall be accepted after 4:30 p.m. on the closing date listed above. No bids will be accepted via telephone.

<table>
<thead>
<tr>
<th>DEPARTMENT/WORK AREA</th>
<th>DAYS &amp; HOURS OF WORK</th>
<th>SUPERVISOR</th>
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<tbody>
<tr>
<td>CSET Dean’s Office</td>
<td>Monday - Friday</td>
<td>Dean Alam</td>
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<tr>
<td>Work Area 4</td>
<td>8:00 AM - 4:30 PM*</td>
<td>Ext. 2144</td>
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EMPLOYMENT CONDITION: Full-time; Unlimited

POSITION PURPOSE:
This position provides executive support to the Dean, Associate Dean, and Director of College Operations for the College of Science, Engineering and Technology (CSET) acting as a liaison to the CSET Leadership Team and the Chairs of ten separate departments in the college. Through highly responsible executive level tasks, this position will ensure that the critical function of organizing and providing administrative guidance for the college and its stakeholders. It operates efficiently and effectively within a college-wide, responsible, and customer-centric environment.

This position holder is a member of the SET College services team and works with CSET department chairs, center directors, faculty members, and administrative assistants, as well as multiple university departments across the university campus to create or update policies, procedures, guidelines, and standards that support the ongoing operation of a diverse and unique group of CSET's managerial, administrative and operational personnel. This position also serves as the leadership team's resource in the absence of the Executive Assistant to the Dean and as well as all other administrative assistants in the college.

*Summer Hours - 7:30 AM - 4:00 PM

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at http://www.mnsu.edu/safety/. You may also request a paper copy from University Security at 507-389-2111, or by emailing security@mnsu.edu.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 389-2015 (V) or (800) 627-3529 (MRS/TTY).