

**MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING**

Classification
**Office & Administrative Specialist,
Intermediate**

ANNOUNCEMENT NUMBER: 09-1278

OPENING DATE: 12/17/2024

CLOSING DATE: 12/23/2024

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 a 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.

| DEPARTMENT/WORK AREA | DAYS & HOURS OF WORK | SUPERVISOR |
|----------------------|----------------------|------------|
| AMET/ME/CIV | Monday - Friday | Gary Mead |
| Work Area 4 | 8:00 AM - 4:30 PM | Ext. 6384 |

EMPLOYMENT CONDITION: Full-time; Unlimited

POSITION PURPOSE:

Provide office and administrative support for two distinct departments, Automotive & Manufacturing Engineering Technology and Mechanical & Civil Engineering of Minnesota State University, Mankato including developing administrative procedures to assist them on achieving their mission of providing the highest quality education to prepare application-oriented graduates for a broad range of career opportunities in product research, design, development, and technical sales environments. This includes providing the necessary office and administrative support by responding orally and in writing to a wide range of technical questions. To make budget recommendations and monitor expenditures for the departments, and to provide work direction to student workers. The office consists of two departments, four undergraduate programs, four graduate programs, and various senior design projects. Between the two departments there are a total of 24 faculty/adjunct/fixed term employees; along with three technicians and anywhere from 2-6 graduate assistants. With the growing number of students and faculty, this position increases the demands on the administrative assistant, who is the primary contact for these individuals.

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).