

MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING

Classification
Office & Administrative Specialist, Senior

ANNOUNCEMENT NUMBER: 09-1314

OPENING DATE: 04/30/2025

CLOSING DATE: 05/06/2025

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
Registration & Academic	Monday - Friday	Melissa Iverson
Work Area 9	8:00 AM - 4:30 PM*	Ext. 6269

EMPLOYMENT CONDITION: Full-time; Unlimited

POSITION PURPOSE:

This position provides leadership, coordination and development of customer service functions and support services for the Registration and Academic Records (RAAR) office. Primary categories of responsibility include customer service and support, staffing/personnel, training, resource utilization, enrollment/degree verification, web management, and providing support and recommendations to the RAAR Leadership Team for daily operational issues of the unit.

*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).