

# MINNESOTA STATE UNIVERSITY, MANKATO

## AFSCME JOB POSTING

### Classification **Office & Administrative Specialist, Senior**

**ANNOUNCEMENT NUMBER:** 09-1340

**OPENING DATE:** 07/15/2025

**CLOSING DATE:** 07/21/2025

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
OFIE & CEPSS	Monday - Friday	Teri Preisler
Work Area 1	8:00 AM - 4:30 PM	507-389-1495

**EMPLOYMENT CONDITION:** Full-time; Unlimited

**POSITION PURPOSE:**

This position provides direct administrative and operational support to the Center for Educator Partnerships & Student Support and the Office of Field & International Experience. Support services are also provided to the College of Education Dean's Office and the Director of Recruitment & Retention. Responsibilities include the management, coordination and facilitation of four critical student success and support functions of the teacher preparation programs for the college: Professional Education, Student Teaching Field Placement, Graduate Teaching Fellow Program and University Supervisors including Teachers on Special Assignment (TOSA). For the departments of Elementary & Literacy Education (ELE), K-12 & Secondary Programs (KSP) and Special Education (SPED), this position is responsible for the verification of all undergraduate and graduate student teacher candidates to ensure they meet the field and student teaching requirements for their initial Minnesota State teaching license. In addition, this position facilitates the hiring contracts and payments for all mentor teachers, adjuncts and Teachers on Special Assignment which support the teacher preparation programs. The position also manages a budget of \$375,000(+) and supervises student workers/GA's. The position requires the ability to work independently and to be able to apply significant discretion and substantial problem-solving authority in the development, interpretation and implementation of college/university/State policy regarding the functional areas described.

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](mailto: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).