

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

Classification  
**Office & Administrative Assistant**  
**Intermediate**

**ANNOUNCEMENT NUMBER:** 09-1345

**OPENING DATE:** 09/16/2025

**CLOSING DATE:** 09/22/2025

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
University Advising	Monday - Friday	Kasi Johnson
Work Area 8	8:00 AM - 4:30 PM	507-389-6810

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

**POSITION PURPOSE:**

This position exists to provide administrative support to Allied Health & Nursing Advising Center. Responsibilities include providing administrative and clerical support for two student advising directors, and academic advisors, as part of the University Advising team at large. Operating within the division of Student Success & Engagement, the position provides support to broader university advising and student success goals. The position requires independent judgment with limited procedural control and thorough knowledge of departmental and university procedures and policies. The Advising Assistant plays an instrumental role in creating and maintaining a student-centered environment for visitors to the Allied Health & Nursing Advising Center. This position is Full Time, Seasonal – working full time hours during the academic year with summers off. This position does not offer a regular telework schedule, only case by case/situational telework up to 10% of the time.

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).