

MINNESOTA STATE UNIVERSITY, MANKATO AFSCME JOB POSTING

Classification **Office & Administrative Specialist, Senior**

ANNOUNCEMENT NUMBER: 09-1350

OPENING DATE: 11/20/2025

CLOSING DATE: 11/26/2025

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
Construction Management	Monday - Friday	Leah Roue
Work Area 4	8:00 AM - 4:30 PM	507-389-5925

EMPLOYMENT CONDITION: Full-time; Unlimited

POSITION PURPOSE:

This position provides high-level administrative support for the Department of Construction Management and the College of Science, Engineering, and Technology at Minnesota State University, Mankato. This position is the thread of continuity within the department that carries forward the processes, information, and guidance needed for the department to continue to function and thrive through whatever changes occur with management and staffing. Types of support includes:

- Identify, recommend, develop, implement, and manage administrative procedures for the department.
- Manage the department budget, accounts, purchasing, and contracts.
- Create, implement, and manage processes as relates to course offerings, scheduling, and registration.
- Manage physical spaces, assets, and resources.
- Manage and coordinate internal and external communication and distribution of information.
- Oversee efforts and processes to promote program visibility and outreach.
- Implement and execute hiring and training processes for students, adjuncts, and other department personnel; direct supervision of office staff.
- Manage, collect, retrieve, and accurately interpret data, create and organize databases and records, and assist with creation of reports and presentations.

This position is potentially eligible to telework up to 20% of the time. This teleworking arrangement is conditional upon successful completion of in-person training of approximately 24 week(s) and acceptable performance

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).