

MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING

Classification
Office & Admin Specialist Int

ANNOUNCEMENT NUMBER: 09-1382

OPENING DATE: 6/17/2026

CLOSING DATE: 6/23/2026

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 the Bid Application Form: <https://forms.cloud.microsoft/r/KfRP9X8KdB>

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	Sara Hausladen
Work Area 8	8:00 am - 4:30 pm	507-389-1351

EMPLOYMENT CONDITION: Full-Time, Unlimited

POSITION PURPOSE:

This position provides administrative support to major functions of the Humanities and Social Sciences (HSS) Advising Center and independently handles important and complicated managerial/clerical functions, while also providing limited support to Education Advising. The role includes providing support for the academic advisors and student advising director, training employees in essential student record functions, recommending/training undergraduate student hires, and applying knowledge of principles and practices of office management. The position demands independent judgment with limited procedural control and thorough knowledge of department and university's procedures and policies. The position provides some support to the larger university advising and student success goals. The Administrative Assistant plays an instrumental role in creating and maintaining a student-centered environment for visitors to the advising centers.

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

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).