

MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING

Classification
**Office & Administrative Specialist,
Senior**

ANNOUNCEMENT NUMBER: 09-1384

OPENING DATE: 08/06/2026

CLOSING DATE: 08/12/2026

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
Registration & Academic Records	Monday - Friday	Tessa Delaney
Work Area 9	8:00 AM - 4:30 PM*	507-389-5254

EMPLOYMENT CONDITION: Full-time; Unlimited

POSITION PURPOSE:

This position serves as a Transfer Evaluator & Academic Specialist responsible for implementing and maintaining transfer credit evaluation processes and uAchieve programming for undergraduate students. The position ensures the accuracy and integrity of transfer credit data through the evaluation of academic records, processing transfer coursework, encoding course equivalencies, and maintaining transfer articulation tables. This position also supports prospective transfer students by reviewing preliminary transfer evaluations generated through Transferology, EnlitEDU, and related systems; providing guidance on transfer credit applicability and degree requirements; and assisting students through the transfer credit review process. As a transfer credit and uAchieve subject matter expert, this position supports outreach initiatives, collaborates with campus partners, promotes data integrity, and provides exceptional customer service to students, faculty, and staff.

*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

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).