

MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING

Classification
**Office & Administrative Specialist,
Senior**

ANNOUNCEMENT NUMBER: 09-1385

OPENING DATE: 07/21/2026

CLOSING DATE: 07/27/2026

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
English/Philosophy, Languages & Cultures	Monday - Friday	Brandon Cooke & Sarah Henderson
Work Area 2	8:00 AM - 4:30 PM	507-389-5520 & 507-389-1359

EMPLOYMENT CONDITION: Full-time; Unlimited

POSITION PURPOSE:

This position exists to oversee complex, broad scope programs with decision-making authority for multiple aspects of the Department of English and the Department of Philosophy, Languages and Cultures, and their respective academic programs. This support includes but is not limited to technical assistance, budgetary and administrative and programmatic support for the Chairpersons, full-time faculty members, adjunct faculty, graduate assistants, and student workers. The person in this position is responsible for working in a professional and friendly manner on a consistent basis with people at all levels of the university, system, general public, and community partners. Independent judgment is required to plan, prioritize, and organize a diverse workload and make changes in office practices and/or procedures to enable the Departments of English and Philosophy, Languages and Cultures to function and work efficiently in an organized professional manner and to perform all duties with accuracy and efficiency.

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).