

# MINNESOTA STATE UNIVERSITY, MANKATO

## AFSCME JOB POSTING

### Classification

**ANNOUNCEMENT NUMBER:** 09-1317

**OPENING DATE:** 5-2-2025

**CLOSING DATE:** 5-8-2025

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
TRIO Ed. Talent Search/Upward Bound	Mon./Tues./Thurs./Fri.	Nancy Sprengeler
Work Area 8	8:00 AM - 4:30 PM	507-389-6068

**EMPLOYMENT CONDITION:** Part-Time (80%), Unlimited

**POSITION PURPOSE:**

This position assists the TRIO pre-college programs' of Educational Talent Search (ETS) and Upward Bound (UB) Directors and advising staff in carrying out the responsibilities for the efficient operation of the federally funded ETS and UB programs. This position provides support for coordinating program communications, general office oversight, marketing materials, processing applications, maintaining budget processing, assistance with coordinating program events, data base maintenance and assistance with reporting and documenting in compliance with federal, state, and university regulations; and will perform other duties as assigned. This position does not have the option to telework and will serve both programs with tasks as needed. Split is 70% ETS and 30% UB. At the request of the Administrative Assistant, there may be consideration for reduced summer hours if desired.

\*Background check required.

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).