

MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING

Classification
**Office and Administrative Specialist,
Senior**

ANNOUNCEMENT NUMBER: 09-1386

OPENING DATE: 7-18-2026

CLOSING DATE: 7-24-2026

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
Library and Learning	Monday - Friday	Michael Gutierrez
Work Area 6	8:00 AM - 4:30 PM	507-389-1599

EMPLOYMENT CONDITION: Full-Time, Unlimited

POSITION PURPOSE:

This position provides high-level administrative and office management support to the Library & Learning Administration Office, including the Dean of Library & Learning, the Director of Library Operations, the Library Department Chair, and the library faculty, staff and student employees. The incumbent's duties and responsibilities include 1) overall responsibility for financial and budget management, accounting and reconciliation, purchase orders, contracts, and cost center oversight and management ; 2) managing search and hiring processes, including onboarding faculty, staff, and student employees, faculty workload management, and training and supervises student workers; 3) and directs administrative support to the Dean, faculty, and staff of Library & Learning, in close cooperation with the Director of Library Operations. This position uses discretion and sound judgment to complete assigned tasks and responsibilities, and their work is accomplished with minimal supervision. The incumbent will also mentor and provide support for other administrative assistants in Library & Learning. This position is potentially eligible to telework up to 20% of the time. The teleworking arrangement is conditional upon successful completion of training 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

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).