MINNESOTA STATE UNIVERSITY, MANKATO

AFSCME JOB POSTING

Classification

Office and Administrative Specialist Senior

ANNOUNCEMENT NUMBER: 09-1398

OPENING DATE: 11-6-2026

CLOSING DATE: 11-12-2026

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
Facilities Management	Monday - Friday	Paul Corcoran
Work Area 10	8:00 AM - 4:30 PM	507-389-6802

EMPLOYMENT CONDITION: Full-Time, Unlimited

POSITION PURPOSE:

Reporting to the Assistant Vice President for Facilities Management, the Facilities Operations Coordinator for Facilities Management has direct responsibility for effectively administering operations with primary support for Facilities Management and its departments: Planning and Construction; Environmental Health & Safety/Risk Management, and secondary coordination and support for Building Services, Facility Services, Physical Plant, and Finance & Facilities, and Vice President's office.

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 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).