# AFSCME BID POSTING

## Announcement Information:

**Classification:** Office and Administrative Specialist, Intermediate

**Opening Date: 11/25/2026**

**Closing Date: 12/3/2026**

**Announcement Number: AA**27092

In accordance with Article 12 and Appendix O of the agreement between AFSCME, Council 5 and the State of Minnesota, this 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.

*No bids shall be accepted after 4:30 p.m. on the closing date listed above. No bids will be accepted via telephone.*

## Position Information:

**Department and Work Area:** University Extended Campus (UEC), Work Area 8

**Days and Hours of Work:** Monday - Friday, 8:00 AM - 4:30 PM

**Supervisor/Phone:** Shauna Elbers, Ext. 1233

**Employment Condition:** Full-time, Unlimited

## Position Purpose:

The University Extended Campus (UEC) Administrative Assistant provides comprehensive administrative support across a broad range of office functions, including clerical services, communications, special event coordination, scheduling, and direct support to UEC staff and the UEC Operations Administrator. This position requires strong problem-solving skills, sound independent judgement, and a high level of customer service to effectively meet the needs of UEC staff, students, prospective students, and external partners. The administrative Assistant ensures friendly, efficient, and well-coordinated daily operations while supporting program implementation, ongoing initiatives, and the continued growth and development of UEC. This position may require a flexible work schedule, including occasional evening and weekend hours, and may work at multiple University Extended Campus locations to support operational and programmatic needs.

## Minimum Qualifications:

- Customer Service: Knowledge of customer service practices and principles sufficient to identify each customer's needs, meet quality standards for services, that result in customer satisfaction and the ability to elicit information with tact and diplomacy to share with UEC staff.
- Knowledge of basic accounting procedures sufficient to prepare itemized statements, bills or invoices, and record amounts due for items purchased or services rendered.

- Skilled in using Microsoft Office applications, specifically for word processing, creating/maintaining/utilizing spreadsheets, and other software applications to prepare reports, invoices, financial statements, letters, charts, invitations, presentations and other items as needed.
- Communication: Ability to write, and speak, using proper professional grammar for a wide range of tasks including creating presentations, talking points, etc., and writing e-mails, communicating on the phone, etc.
- Budget: Ability to perform administrative support work for a work unit's expense and budget administration
- Budget: Skilled in accounting sufficient to reconcile differences between invoices, receipts and purchase orders, and assess needs based on data and events affecting the account.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available online and includes campus safety policies, procedures, and crime statistics required by federal law. A paper copy is available from University Security at 507-389-2111, or by emailing security.

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 for individuals with disabilities by contacting Human Resources at (507) 389-2015 (V) or (800) 627-3529 (MRS/TTY).