



# BEMIDJI STATE UNIVERSITY

## VACANCY NOTICE

1500 Birchmont Drive NE  
BEMIDJI, MN 56601-2699

### **Personnel Officer (Classified Commissioner's Plan) Associate Affirmative Action Officer and Professional Development Specialist**

Bemidji State University/Northwest Technical College Human Resources is currently seeking a full time Personnel Officer. The successful applicant will be customer-oriented and desire a fast-paced work environment.

#### Responsibilities:

The Personnel Officer performs professional human resources responsibilities including:

- Prepares biennial and mid-plan Affirmative Action Report and Progress Review for Bemidji State University and Northwest Technical College
- Assesses classified managers' and classified employee training needs and ensures that identified training needs are met through curriculum development or contracting with training providers
- Serves as a lead contact for H1B and other work visa processing
- Conducts position audits and reviews and processes reallocation requests
- Provides back-up for other professional positions within Human Resources and Affirmative Action

#### Minimum Qualifications:

- Knowledge of personnel management activities including understanding administration of contract provisions for several bargaining units, classified and unclassified selection methods and procedures, and affirmative action policies.
- Good human relationship skills are mandatory.
- Good computer skills.
- Must be a self-starter, able to work under pressure and be flexible in setting priorities.
- Ability to do accurate, detailed analysis of complex information and issues is essential. Creatively is encouraged in recommending/development new methods and procedures.
- Extremely strong customer service orientation.
- Professional communications, both oral and written should always reflect tact and accurate information.
- Sensitivity, diplomacy and confidentiality are mandatory for this position.
- Knowledge of constant changing policies and procedures and the ability to interpret and implement these changes.
- Strong statistical and mathematical aptitude.
- This position requires the ability to handle a variety of personnel related problems on a daily basis. The incumbent will work independently and/or collectively with staff in the office to solve problems and has the freedom to design and generate reports needed to maintain an accurate database or to initiate new procedures designed to create improved responsiveness and efficiencies within the unit.

#### Preferred Qualifications:

- Bachelors degree in human resources, business administration, or related
- Strong familiarity with word processing, spreadsheets and power point
- Experience in creating professional and easily understood written materials
- Previous professional experience in human resources or staff development position
- Lead work experience

#### Application Procedure:

Submit your resume through the online Resume Builder at <http://www.careers.state.mn.us> using requisition # 09MNSC000495. You may copy and paste your existing resume or let the software create a resume for you.

**November 30, 2009 is the closing date for applications.**

Further information about the position may be obtained by contracting Human Resources at 755-3966. Because a job posting is a summary of duties, all interested applicants are encouraged to review the position description available on the Bemidji State University Human Resources website: [http://www.bemidjistate.edu/offices/human\\_resources/](http://www.bemidjistate.edu/offices/human_resources/)