Bemidji State University and Northwest Technical College invites
Applications for the position of:

**Administrative Specialist**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Office and Administrative Specialist Intermediate (01088746)

**OPENING DATE:** March 25, 2019

**BID CLOSING DATE:** Tuesday, April 2, 2019

**CLOSING DATE:** April 16, 2019 – initial review of applications will begin April 10th

**POSITION LOCATION:** Minnesota State Advanced Manufacturing Center of Excellence, BSU

**WORK DAYS & HOURS:** Monday-Friday, 8:00a – 4:30p

**POSITION PURPOSE:** The Administrative Specialist provides assistance to the Executive Director of the Minnesota State Advanced Manufacturing Center of Excellence (Center), by maintaining a working knowledge of University and Minnesota State policies and procedures, and keeping the Executive Director and staff abreast of such policies and procedures. The Administrative Specialist manages office functions, travel paperwork, calendars, schedules meetings and room locations, schedules activities and events, tracks budgetary income and expenses, takes meeting notes, keeps contact lists updated, and provides primary assistance to the Executive Director.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Administration of contracts/agreements, finances, and Center budget
   
   Assist the Executive Director in monitoring budget accounts; track all expenditures in detail, and reconcile to financial reports; provide at least monthly budget snapshots (via a dashboard); assist with purchases for the Executive Director and Center staff; keep accurate records of all expenditures and equipment/software purchases; prepare purchase orders; utilize purchasing card to maintain office supplies; prepare, route, and track all professional/technical contracts, income contracts, intra-agency agreements, etc. for the Center, including its various programs, ensuring timely approval and execution; notify vendors and colleges of status of contracts/agreements; work with finance and business office personnel at each Center partnering college to ensure proper budgetary and financial transactions; communicate proper state and federal grant procedures for tracking and reporting hours worked toward grants and initiatives for each participating college partner; ensure all grant and Minnesota State reporting requirements coincide with established deadlines and procedures; monitor use of Center funds; keep accurate and current records; prepare fund transfers to ensure accurate records.

   **Priority:** Essential
   **Percent of Time:** 40%

2. Administration of meetings, travel, and staff calendars
   
   Prepare and route travel requests for Executive Director; monitor travel requests for Executive Director and staff; prepare and route travel expense reports for Executive Director and staff; schedule meetings upon the request of the Executive Director; make meeting arrangements for
Center throughout the state of Minnesota – including reservation of meeting rooms, meal arrangements, folder preparation, etc. and communicate arrangements to Executive Director, staff, and affected stakeholder groups; record notes of all Center meetings; distribute meeting notes to defined stakeholder groups and attendees; monitor and update staff event and travel calendars with future events and travel information.

**Priority:** Essential  
**Percent of Time:** 20%

3. Communications and reporting

Serve as Center policy/procedure expert related to Center, University, and Minnesota State policies and procedures; provide information and answers to Executive Director and staff questions related to policies and procedures; assist in the assembly of information for Minnesota State and grant reports; send proper and timely notices to Executive Director and staff of upcoming events and deadlines; promptly advise the Executive Director of telephone, mail, or email messages of an urgent nature and require an immediate response; assist in gathering data from University sources, college partners, and other agencies for purposes of report preparation; proofread communications pieces (electronic, press releases, hard copy as necessary and requested).

**Priority:** Essential  
**Percent of Time:** 25%

4. General administration

Check all forms and documentation from Executive Director and Center staff for accuracy and completeness; assist the Executive Director and Center staff in the preparation of all meeting/conference materials, including folders, brochures, fliers, mailings, conference booth contents, shipping, etc.; assist in managing the Center office; provide administrative support to the Executive Director; assist in the identification and establishment of proper inventory levels for all Center publications/resources; assist in the orderly and pre-defined inventory levels for all Center publications/resources; independently prepare succinct responses to inquiries related to the Center.

**Priority:** Essential  
**Percent of Time:** 10%

5. Other duties

Assist in interviewing student employees; assist in providing work direction to student employees; coordinate student work schedules, and ensure schedules are posted; assist in determining work priorities of student employees and assign appropriate tasks (in consultation with Executive Director and Center staff); assist Executive Director with special assignments and projects as directed.

**Priority:** Secondary  
**Percent of Time:** 5%

**MINIMUM QUALIFICATIONS:**

- Ability to use professional customer service skills on the phone, in person, and through written correspondence (e.g., email, hard copy letters, memos), for purposes of providing effective general and specialized office support. Requires common courtesy, tact, professionalism, commitment to positivity, problem solving, empathy, and the ability to organize ideas logically. Ability to be brief and succinct in all written communications.

- Skill in accounting sufficient to reconcile differences between invoices, receipts, and purchase orders, and estimate needs based on historical data and events affecting the account.

- Skill in data entry sufficient to receive and review source documents, compare documents to database information, and edit, code, and correct documents.

- Knowledge of office suite software sufficient to use software to create, format, edit, print, and save a variety of documents, including spreadsheets, table, charts, and graphs.
  - Skill in Microsoft Excel. The incumbent should be able to create spreadsheets, track expenditures, create budgetary reports, create charts and graphs, and navigate independently.
  - Skill in Microsoft Word. The incumbent should be able to create professional documents,
including memos, letters, and other documents as communicated by the Executive Director.

- Skill in Microsoft PowerPoint. The incumbent should be able to create presentations independently and upon request from the Executive Director.
- Knowledge of the English language, sufficient to fluently speak, read, understand, and respond to a variety of written and verbal communications (e.g., customer inquiries, requisitions, purchase orders, detailed instructions and procedures, and distribution lists).
- Skill in using business English grammar, spelling, and punctuation sufficient to write and edit reports, letters, memos, and other documents.
- Skill in training and guiding the work assignments of student workers.

PREFERRED QUALIFICATIONS:

- Two or more years of experience in a clerical or office manager role.
- Technical, management, and human relations skills.
- Skill to prepare flowchart and other diagrams from written documentation.
- Skill to function effectively under continuous pressure amidst competing priorities is an essential qualification to be successful in this position.
- Interest and experience working with people from diverse cultures and backgrounds.

ENVIRONMENTAL CONDITIONS:

- More than 20%
  - Fluorescent/artificial lighting
  - Air conditioned/heated office space
  - Dull office sounds and noise

- Less than 20%
  - Outside elements, including inclement weather
  - Traffic while traveling, and associated effects

PHYSICAL FACTORS:

- Constant: Near and midrange vision; hearing
- Frequent: Fine manipulating; reaching; sitting; standing; stooping
- Occasional: Walking; Lifting above shoulders, waist to chest, below waist; pushing and pulling; bending over; lifting up to 40lbs.

APPLICATION INFORMATION:

**Internal Bid Process** - Open for Bids from eligible AFSCME members from 3/25-4/2/2019. Any current employee interested in this position and eligible to bid should submit a bid application and resume by 4:30 PM, Monday, April 2nd, to the Human Resources Office. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/

Apply for **Vacancy Posting 31316**, on the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to http://www.mn.gov/careers
If you have questions about the position, please contact:
Jeremy Leffelman, Executive Director - Minnesota State Advanced Manufacturing Center of Excellence
jeremy.leffelman@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safely Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.