Bemidji State University invites applications for the position of:

**Office & Administrative Specialist**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Office and Administrative Specialist (00275730)

**OPENING DATE:** July 29, 2019

**BID CLOSING DATE:** August 5, 2019 at 4:30 p.m.

**CLOSING DATE:** August 13, 2019 at 11:59 p.m.

**POSITION LOCATION:** Honors / Center for Professional Development / Liberal Education / Teaching & Learning Center

**WORK DAYS & HOURS:** Full-time Seasonal; Academic Year August – May; Off June & July

**POSITION PURPOSE**
Perform as an administrative assistant to Directors and provides administrative support to the Honors, Center for Professional Development (CPD), Liberal Education programs and the Teaching & Learning Center (TLC).

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Skill in word processing sufficient to use software such as Microsoft Word, to type and format: letters, memos, reports, and minutes of meetings
- Knowledge of bookkeeping procedures sufficient to maintain accurate budget records and reports
- Knowledge of English sufficient to communicate effectively with internal and external customers and apply accurate spelling and grammar in written communications
- Knowledge of data entry procedures, including filing and storage
- Customer service skills sufficient to provide prompt, courteous and accurate information to customers in person, on the phone, and through email and other written correspondence

**PREFERRED QUALIFICATIONS:**
- Knowledge of Wordpress and/or website maintenance
- Knowledge of graphic design software such as Adobe Illustrator and Adobe Photoshop.
- Knowledge of data systems such as Access/ISRS/MinnState’s MarketPlace
- Excellent office computer skills (e.g. Microsoft Office Suite and Excel)
- Working understanding of event and/or program publicity
- Knowledge of institutional systems, policies, and procedures
- Demonstrate a knowledge of, an interest in, or experience with, diverse cultures and populations

PCN 00275730
ENVIRONMENTAL CONDITIONS: None

PHYSICAL FACTORS:
  Constant: Sitting and near vision
  Frequent: Talking, hearing and midrange vision

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible AFSCME members from 7/29-8/5/2019. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, August 5, 2019, to the Human Resources Office, Deputy 350. 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/

Public Application Process - Apply for Vacancy Posting 34421, 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 general questions about this posting or submitting an internal bid, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu

If you have questions about the position, contact Season Ellison at Season.Ellison@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MnSCU 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 Safety 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.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe...
greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

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