Bemidji State University and Northwest Technical College
invite applications for the position of:

**Administrative Specialist**

AFSCME JOB POSTING

**CLASSIFICATION:** Office and Administrative Specialist, Senior (PCN 01124346)

**OPENING DATE:** August 12, 2019

**BID CLOSING DATE:** Monday, August 19th, at 4:30 p.m.

**CLOSING DATE:** Tuesday, September 3, 2019 at 11:59 p.m.

**POSITION LOCATION:** Bemidji State University – Student Center for Health & Counseling

**SHIFT & SCHEDULE:** Unlimited full-time; August – May 40 hours/week and June – July 20 hours/week, subject to change

**POSITION PURPOSE:**
Provide administrative assistance and clinic management to the Student Center for Health and Counseling (SCHC) director and staff. This includes clerical responsibilities; managing and maintaining files; and maintaining daily use of budgets; acting as a liaison person for SCHC and other members of the BSU community.

**PRINCIPLE RESPONSIBILITIES:**
- To provide appropriate reception support services for SCHC staff and BSU/NTC students – 70%
- Coordinate and process all budget transactions (payments, reimbursements, purchases, and implement in a timely manner) – 20%
- Serve as primary Electronic Information Administrator for the SCHC – 10%

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)
- Ability to organize and prioritize work and complete complex tasks with limited supervision
- Effective communication skills sufficient to prepare written materials, read, explain and interpret a variety of materials, and follow instructions
- Customer service skills (in person, email, and on the phone) sufficient to provide effective office support to staff, establish and maintain effective working relationships, and use proper telephone etiquette that demonstrates professionalism and courtesy
- Strong initiative and attention to detail sufficient to facilitate and track workflow and communication.
- Typing/keyboarding, word processing, and database management skills sufficient to compose correspondence, maintain records, files, reports and summaries, create and maintain spreadsheets, and enter and maintain accurate data
- Skill in database management sufficient to enter, maintain, update, and retrieve information from a staffing/scheduling software.
PREFERRED QUALIFICATIONS:
- Experience greeting and scheduling in a clinic/patient setting
- Experience with an EMR
- Experience with crisis management/first aid in medical and/or mental health settings
- Experience with HIPPA and FERPA
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible AFSCME members from 8/12-8/19/2019. Any current employee interested in this position and eligible to bid should submit a bid application and resume by 4:30 p.m. on Monday, August 19, 2019, to the Human Resources Office, Deputy 350. The bid form can be found on the Human Resources website at: [https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/](https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/)


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](http://www.mn.gov/careers)

If you have questions about the position, contact Yvette Anderson, Director of the Student Center for Health & Counseling, at yvette.anderson@bemidjistate.edu.

If you have general questions about this posting or submitting an application or internal bid, contact Teresa Hanson, at teresa.hanson@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 (MnState) 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.

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](http://www.bemidji2.0)**

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