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

**Office Manager**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Office and Administrative Specialist, Intermediate (PCN 00138580)

**OPENING DATE:** September 16, 2019

**BID CLOSING DATE:** Monday, September 23rd, at 4:30 p.m.

**CLOSING DATE:** Tuesday, October 1, 2019 at 11:59 p.m.

**POSITION LOCATION:** Bemidji State University – College of Business, Mathematics and Sciences

**SHIFT & SCHEDULE:** Seasonal full-time; Academic Year (approximately August 15th – May 15th); Monday – Friday 8:00 a.m. – 4:30 p.m.

**POSITION PURPOSE:**
This position serves as office manager, provides clerical support for building faculty, and acts as receptionist for visitors to the Sattgast Reception Center. This person must maintain a current knowledge of functions and procedures of the Colleges of Business, Mathematics and Sciences as well as Bemidji State University (BSU). They must be able to use the MnSCU (Minnesota Colleges and Universities) Curriculum Term Course Application for scheduling classes. They must be a resource person for support staff within the College of Business, Mathematics and Sciences and have strong computer skills, including facility with Microsoft Word and Excel or similar programs. They must be a liaison between the Sattgast Reception Center, the Hagg-Sauer Reception center, Bemidji State University and outside agencies.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**
1. Coordinate reception center personnel to ensure continuous and adequate staff coverage for the Sattgast reception center to meet the regular demands of the faculty, scheduling student workers when extra help is required. Hire, train, provide work direction, and schedule student workers. Manage services requested by faculty including: typing of syllabi, tests, and other documents, copying of class-related materials; and other work as requested by faculty. Determine proper format and most economical method for completion of assignments. Maintain security and confidentiality of tests, letters, promotion documents and other materials. Maintain current information available for faculty, staff, and clientele regarding campus locations and services, special events, deadlines, and faculty and room scheduling. Maintain order and general cleanliness in reception center and the workroom. Manage the procedures including the training and implementation of procedures in the event of an emergency, mail delivery, and absence reporting. End results: Sattgast reception area is staffed at all times; work is performed accurately, efficiently, professionally, and economically, utilizing student workers when appropriate; security and confidentiality is maintained; all information is updated and easily accessible; reception area and all associated rooms are kept neat and work-ready; procedures are updated and changes are communicated.

Priority: Essential Percent of Time: 40%
2. Perform reception and secretarial services for faculty. Maintain proficiency in technology and software in order to assist faculty members in accessing available resources. Provide secretarial services (typing, printing, and filing) for the departments in Sattgast. Maintain stock of necessary supplies and monitor budget. Assign mailboxes and distribute mail; prepare and/or oversee the assembly of bulk mailings and packages. Direct visitors. Enter and schedule courses in Curriculum Term Course application. Post class cancellation notices. End result: All reception and secretarial functions are carried out efficiently, accurately, and as economically as possible, utilizing student workers when appropriate.

Priority: Essential Percent of Time: 30%

3. Recommend training and equipment purchases, repairs, or upgrades to keep office efficient and current. Keep equipment, work areas, and supplies up-to-date to reception center remains productive. Perform routine emergency maintenance of equipment. Initiate repair requests, obtain quotes, request funding, and keep equipment in working order. Inventory equipment and recommend replacement of older equipment based on observed use. End results: Equipment, materials, and training needs are identified and items are kept in proper working condition and stored in a secure location. All requests for equipment and materials are handled expeditiously thus facilitating the instructional expertise of the instructor.

Priority: Essential Percent of Time: 20%

4. Receive, route, and expedite telephone messages, discerning which messages need priority attention and delivering emergency messages immediately and delivering all messages and records in a timely manner. End result: All calls are handled sensitively, diplomatically, courteously, promptly, and accurately. Urgent calls are addressed immediately.

Priority: Essential Percent of Time: 10%

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

- Customer service ability to maintain good relations on the phone, in person, and online to provide effective general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
- Word processing skills sufficient to type correspondence, reports, text, and other written materials from rough drafts, corrected copies, or previous versions on a computer.
- Database management skills sufficient sort or classify information into existing databases according to established guidelines.
- Spreadsheet skills sufficient to use word processing, spreadsheet, and other software applications to prepare reports, letters, and other correspondences.
- Leadwork skills sufficient to train and guide the work assignments of student workers.

PREFERRED QUALIFICATIONS:

- Proficiency with programs such as Access and Curriculum Term Course Application.
- Knowledge of specialized scientific terminology and symbols.
- Knowledge of and interest in diverse cultures and populations.

PHYSICAL FACTORS:

Constant: Depth perception; far, near, and midrange vision; field of vision; hearing; and talking.
Frequent: Carrying; reaching; repetitive arm motion; simple grasp; sitting; and color vision.
Occasional: Balancing; crouching; firm grasp; kneeling; lifting above shoulder, above waist to chest, and below waist; pulling/pushing; squatting; standing; twisting/pivoting; walking; and sense of touch.
APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible AFSCME members from 9/16-9/23/2019. 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, September 23, 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/


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

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have questions about the position, contact Dr. Marilyn Yoder, Dean of the College of Business, Mathematics & Sciences at marilyn.yoder@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 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.

For further information, visit our websites at: http://www.bemidjistate.edu and https://www.ntcmn.edu.

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

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.