Bemidji State University and Northwest Technical College

invite applications for the position of:

**Executive Assistant to the President**

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**COMMISSIONER’S PLAN JOB POSTING**

**CLASSIFICATION:** Executive 2 (PCN 00139840)

**OPENING DATE:** March 2, 2020

**CLOSING DATE:** March 31, 2020

**POSITION LOCATION:** President’s Office – Bemidji State University

**WORK DAYS & HOURS:** Full-time; Monday - Friday 8:00 a.m. - 4:30 p.m.

**WAGE:** Commensurate with education and experience; current range $21.67-$30.06/hour

**POSITION PURPOSE**

The Executive Assistant (EA) to the President provides confidential analysis, recommendations and high-level support to the President. This position is responsible for drafting correspondence and written materials for the President, including campus-wide communications. The incumbent in this position handles confidential material, exercises independent discretion when responding to inquiries, events calendars, and coordinates special projects and campus events. The EA exercises a high level of sensitivity and confidentiality in conducting research and possesses exceptional organizational, time-management, and collaboration skills, when carrying out assigned tasks. Provides technical assistance, offers essential administrative services to both the President and senior level staff, manages the Office of the President, and coordinates its relationship with all other administrative and academic offices within Bemidji State University (BSU) and Northwest Technical College (NTC) and with the external community. In the absence of the President, independently makes decisions, evaluates situations, and directs matters to the appropriate administrator, manager, or staff.

Serves as contact point and historian for BSU & NTC programs, to include higher education visits and accreditation information. Serves as contact point, historian and record keeper for the formal policies of the campus. Responsible for routing for approval, updating and managing the University and College policy library.

The EA works for the President, and with the senior leadership to execute critical business projects by quickly understanding context and developing structure to provide guidance to senior leadership. Manages and monitors non personnel budgets assigned to the Office of the President. Accesses senior leadership calendars and manages the President’s travel and calendar. Plans and coordinates special events sponsored by the President’s Office and senior leadership. Coordinates the logistical needs for distinguished guests on both campuses.

The EA relieves administrators of operational and administrative details, performs comprehensive and complex functions that require a thorough knowledge of University and College policies, procedures and operations. Has a high degree of working knowledge of the organizational structure and policies and procedures of the Minnesota State system office and the University and College, to carry out the activities,
mission, and vision of the University and College. Also assists the President in matters that requires a commitment to enterprise collaboration and leadership in the Minnesota State system.

**PRINCIPLE RESPONSIBILITIES**

1. **University and College Administration and Operation.**
   a. Attends President’s Cabinet and President’s Leadership Council (BSU & NTC) meetings. Creates meeting agendas, posts agendas, minutes and related documents and follows up on action items.
   b. Serves as a full member of the Cabinet and any additional councils or committees as assigned by the President. Participates, discusses, makes recommendations and takes appropriate/necessary action within the Cabinet for the good of the University and College.
   c. Maintains high level access to documents and data including confidential data related to labor relations, internal matters, etc. as appropriate for senior leadership discussions and decisions.
   d. Develops and implements office procedures and priorities necessary to accomplish a variety of assignments in the most efficient and accurate manner ensuring University and College policies and procedures and Minnesota State regulations are being followed.
   e. Establishes policies, procedures, and processes pertinent to the operations of the Office of the President to ensure efficiency and effectiveness by evaluating needs and existing systems, and makes modifications and improvements as needed.
   f. Maintains campus events calendars. Gathers, organizes, and evaluates information from various sources to prepare the yearly templates. Ensures no conflicts are evident.
   g. Maintains budgets for Office of the President. Participates in annual forecasting and monitors accounts.
   h. Reviews monthly budget reconciliation reports and advises President of any outliers.
   i. Creates purchase orders and coordinates payment of invoices after verifying amounts.
   j. Prepares Professional and Technical Service contracts for President as directed.
   k. Reconciles monthly purchasing card statements and expense reports for the President.

2. **Manages the day to day operations of the President’s Office and serves as the personal, confidential, executive assistant to the President so that the President can focus on executive level needs of the University and College.**
   a. Provides confidential and technical assistance to the President and manages functions of the Office of the President.
   b. Resolves situations not requiring the President’s personal attention. Evaluates the information and determines appropriate personnel to respond. Asserts due diligence to understand the complaint or concern and work with appropriate departments to resolve situations. Alerts the President to issues requiring immediate attention.
   c. Provides prioritization, preliminary intake, and gatekeeping (i.e., scheduling follow-up meetings, documentation, ensuring relevant timelines are noted, etc.) for actions, issues, concerns within the President’s offices; provides intake via walk-in, telephone, and email. Proactively and expeditiously handles pressing and urgent issues to ensure the smooth operation of the President’s office.
   d. Identifies and keeps the President abreast of issues requiring his/her attention. Schedules meetings and manages daily and longer-term calendar for the President. Anticipates, tracks and reminds the President of special or critical dates, events, communications pending, or actions required and assist with follow-through.
   e. Acts as a liaison between the President and other vice Presidents, deans, faculty members, Minnesota State personnel, staff members, students, legislators and the public; maintaining strict confidentiality.
   f. Informs, advises and counsels the President on matters related to duties and activities related to his/her position.
   g. Researches issues, develops reports, writes or drafts correspondence on behalf of the President.
   h. Manages the resolution of complex, highly sensitive, and confidential administrative matters. Coordinates and monitors action items; assists in providing solutions to recurring or unusual
administrative problems.

i. Records and transcribes minutes for administrative meetings/conversations of a confidential/legal nature as determined by the President.

j. Supports initiatives on behalf of the President.

k. Gathers information pertinent to the Office of the President, making recommendations for action and prepares documents for submission to local, state and national agencies, institutions, and individuals.

l. Creates and maintains professional contacts database for the President, to include sensitive information.

m. Receives service of legal documents on behalf of the President and/or Board of Trustees.

3. Leads, manages, and directs multiple and special projects from initiation to completion to meet and exceed strategic outcomes/goals, and ensures the smooth functioning of the University and College and maintains the reputation of the organization as a viable business partner.

a. Oversees and directs delegated projects from beginning to end: legislative meetings, community meetings and events, and campus events.

b. Coordinates events involving the President and other senior leadership.

c. Serves as contact point and historian for MinnState programs, including higher education visits and accreditation information.

d. Serves as contact point, historian and record keeper for the formal policies of the campus. Responsible for routing for approval, updating and managing the university and college policy library.

e. Develops and coordinates strategic institutional relationships; coordinates internally- and externally-focused strategic institutional projects.

f. Aids the President in developing and implementing priority projects.

g. Coordinates and performs other assignments as deemed necessary by circumstances that advance the work of the University and College, and that fall within the job qualifications. Resolves issues in the absence of the President.

h. Serves as the point of contact for distinguished guests at the University and College, and coordinates logistics, or provides guidance to other departments hosting events (i.e. political candidates, elected officials, guest lecturers for special events, and other distinguished guests).

i. Conforms to State, system and University and College rules, including policies, procedures, contracts, regulations, laws, mandates, and Standards of Excellence Expectations.

4. Schedules meetings, appointments, conference registrations and travel for the President and other senior leadership. Coordinates annual events and meetings for President and other senior leadership.

a. Coordinates the President’s schedule; arranges dates and times for meetings; resolves scheduling conflicts.

b. Accesses senior leadership’s calendars, to ensure participation in President directed meetings, where senior leadership is expected to attend.

c. Coordinates meeting logistics for the President.

d. Communicates regularly to internal and external guests concerning meeting schedule, location, agendas, reserve parking, etc.

e. Makes travel arrangements for the President and other senior leadership, completes conference registration forms, and other travel-related documents. Researches best itinerary, books travel and hotel reservations and provides detailed documentation for trips.

f. Coordinates annual schedule of events and meetings for the University and College and those hosted by the President.

g. Manages logistics of University and College/administrative special events, including agendas, room reservations, catering, and budgets.

5. Provides critical asset management and oversight.

a. Serves as a resource to the President and management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining.
b. Provides assistance and information for use in the development of a strike plan.
c. Prepares or assists in preparing written proposals to be presented to a union as part of the collective bargaining process.
d. Maintains confidential files containing collective bargaining proposals and counter proposals, strategies, cost information and other labor relations information as defined by M.S. 13.37.
e. Serves as a member of the University and College administrative team, strike team, and incident management team.
f. Provides instruction to and/or answers from co-workers regarding mutual support of projects within the President’s Office.
g. Serves as a back-up to Human Resources staff in preparing confidential documents.

6. Performs other duties as assigned.
   a. Researches, writes, and prepares documents necessary for the yearly Presidential evaluation that is sent to the Chancellor’s office.
   b. Serves on campus-wide search committees, project committees, and other committees representing the President.
   c. Performs other duties as assigned to ensure that the President’s Office effectively and efficiently collaborates with alumni, donors, faculty, staff, students, system office colleagues, legislators and other University and College partners and visitors.
   d. Represents the BSU & NTC communities at other college events. Assists the President in carrying out special assignments which have a University and College-wide impact.

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)
   • Associates degree in related field AND at least three (3) years of office support experience working for senior administrators or executives OR and equivalent combination of education and experience.
   • Proficiency in business communications to speak, present, read, write, prepare and edit materials using correct spelling, punctuation, grammar, and sentence construction.
   • Excellent organizational skills and the ability to manage competing priorities.
   • Ability to communicate effectively and efficiently with all constituent groups. Exceptional interpersonal and customer service skills to interact with others in a professional, respectful, and efficient manner.
   • Effective critical thinking skills to assist the senior leadership team in the absence of the President.
   • Demonstrated problem solving skills and use of professional judgment to resolve complex issues.
   • Technical knowledge of budgeting principles and practices, including use of electronic accounting practices.
   • Proficiency with productivity and task management software programs such as excel, access, etc.
   • Knowledge of or experience working with diverse cultures and populations.

PREFERRED QUALIFICATIONS:
   • Bachelor’s degree in related field.
   • 5+ years of experience working in a similar role.
   • Previous experience in higher education or with Minnesota State Colleges and Universities.
   • Event planning experience.

OTHER CONSIDERATIONS:
   • All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
   • Employment for this position is covered by the Commissioner’s Plan – see plan details.
Salary is commensurate with education and experience and has a wage range of $21.67 - $30.06 per hour.

- Official transcript(s) must be provided to Human Resources upon hire.
- In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces – see policy

APPLICATION INFORMATION:

Apply for Vacancy Posting 39276, 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

Inquiries:
Ashleigh Haugen, HR Business Partner
Phone: (218) 755-2084
Email: Ashleigh.Haugen@BemidjiState.edu

If you have general questions about this posting or submitting an application, please 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:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university's Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.
Northwest Technical College, has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

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 Bemidji State 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 and Northwest Technical College 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 and Northwest Tech are both 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 campus-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 / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. 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.