Bemidji State University invites applications for the position of:

Administrative Assistant to the Facilities Director

AFSCME POSTING

CLASSIFICATION: Account Clerk Sr. (PCN 00139060)

OPENING DATE: June 14, 2021

INTERNAL BID DEADLINE: Monday, June 21, 2021 at 4:30 p.m.

CLOSING DATE: Tuesday, June 29, 2021 at 11:59 p.m.

JOB TYPE / SCHEDULE: Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.

PAY / SALARY RANGE: Depends on Qualifications; current pay range is $18.92 - $25.59 per hour

BEMIDJI STATE UNIVERSITY (BSU) invites applicants to join our team as the Administrative Assistant to the Facilities Director, who provides all key administrative services and support to the Facilities Director in the management of the campuses of Bemidji State University, Northwest Technical College, and the support of Distance Minnesota. Other key tasks include managing content for the department’s web page and monitoring budgets to provide accurate information to the administration in the Facilities Department. Bemidji State University and Northwest Technical College are members of the Minnesota State system of colleges and universities and employ more than 600 faculty and staff.

An offer of employment will be contingent upon a successful criminal background check conducted through the MN Bureau of Criminal Apprehension. Candidates must also possess a valid driver’s license and be able to pass a driving history background check.

Responsibilities of the Administrative Assistant to the Facilities Director include:

1. Working independently to complete purchases either using Marketplace or Purchasing cards for Facilities. Reconciling a monthly log of Purchases generated by the Purchasing cards. Creating and processing chargebacks from the purchases, if necessary, to other departments. Providing backup for, initiating and tracking contracts (professional/technical and hardware and software) and purchase orders, processing invoices, working with vendors to reconcile billing/payment issues, and following through to final payment and filing. This includes both BSU and NTC purchases for Facilities.

Arranging meetings, travel requests and conferences for Facility Department staff.

Percent of Time: 35%

2. Managing the state vehicle fleet. Responsible for making sure that all drivers have gone through the State of Minnesota approval process prior to using a state vehicle. Managing all the reservations for the state fleet of vehicles including key preparation, receipts, and return of keys. Independently acting on any repairs, maintenance, or cleaning of vehicles. Working with the Business Manager on any liability incidents.
Receiving, reviewing, and distributing facility work orders to the appropriate facility employee using School Dude. This includes work orders for the entire university campus – academic, residential life, auxiliary, University Heights and NTC.

Responsible for managing all the brass keys and working with IT for key card access. Responsible for reconciling all of the keys making sure that keys are returned if distributed to consultants or employees that have left the university.

**Percent of Time: 35%**

3. Monitoring account balances in the cost centers associated with Facilities. Reviewing monthly accounting reports for selected cost centers and reporting to the Facility Director. Closing purchase orders promptly to recover encumbered funds. Advising departmental leadership team of any need for funds to be re-allocated. Initiating paperwork for hiring consultants, including Service Level Agreements (SLAs), contract amendments, and stipend forms. Serving as backup for E-Builder purchases and reports.

**Percent of Time: 20%**

4. Providing work direction to one or more student office assistant/interns to meet all office support requirements as detailed in item 1 above.

Developing and posting student positions in a timely fashion; hiring, training, and providing work direction to student employees. Defining job skill requirements and duties for student employees.

Ensuring quality and quantity of student interns’ work, setting priorities and deadlines. Preparing reports and reviews of students’ work as required by State policies on intern employees.

**Percent of Time: 10%**

**Minimum qualifications for this position include:**

- Customer service skills sufficient to provide general and specialized office support on the phone, in person and online (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
- Knowledge of general office practices and equipment sufficient to develop and improve work procedures and forms.
- Knowledge of principles and practices of office management sufficient to plan, assign and coordinate the work of other staff.
- Ability to organize and prioritize one’s own and others’ work.
- Ability to analyze a variety of data, select relevant information, and integrate data into meaningful responses and reports.
- Accounting, budgeting and expense reporting abilities sufficient to monitor and balance multiple budgets, analyze various line items, and ensure that spending is within budgetary guidelines.

**Preferred qualifications include:**

- Knowledge of ISRS (Integrated Statewide Records System) or a similar database, including budget reports.
- Knowledge of Marketplace or a similar procurement / purchasing application.
- Knowledge of privacy laws.
- Knowledge of BSU/NTC organizational structure, policies and procedures and collective bargaining agreements.
• Knowledge of University and MnSCU System policies and procedures as a whole.
• A knowledge of, an interest in, or ability and experience working with diverse cultures and populations.

To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.

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 collective bargaining agreement for the American Federation of State, County & Municipal Employees (AFSCME) bargaining unit, which can be found at: https://mn.gov/mmb/employee-relations/labor-relations/labor/afscme.jsp.
  o Salary is commensurate with education and experience; the current salary range for this position is $18.92 - $25.59 per hour.
• In accordance with the Minnesota State Colleges and Universities (MinnState) 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 MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
• BSU and NTC are tobacco free workplaces (see policy).

TO APPLY:

Apply for Vacancy Posting 46555, on the Minnesota Management and Budget (MMB) 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.

Internal Bid Process - Open for Bids from eligible AFSCME members from 6/14 – 6/21/2021. Any current employee interested in this position and eligible to bid should submit a Bid Application by 4:30 p.m. on Monday, June 21, 2021, to Teresa Hanson in the HR office at teresa.hanson@bemidjistate.edu. The bid form may also be found on the Human Resources website.

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

Inquiries about the position:
Rosanne Erickson
Rosanne.Erickson@bemidjistate.edu

If you have general questions about this posting or submitting a bid or an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu.

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

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 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 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 website at: http://www.bemidjistate.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.