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

**Administrative Analyst Specialist**

**MAPE JOB POSTING**

**CLASSIFICATION:** Management Analyst 2 (PCN 00139740)

**OPENING DATE:** June 14, 2021

**CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, July 7th** so applications should be submitted by that time for guaranteed consideration.

**POSITION LOCATION:** Student Success Center at Bemidji State University

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

**SALARY:** Depends on Qualifications; current salary range is $21.83 - $31.70 per hour

**BEMIDJI STATE UNIVERSITY (BSU) AND NORTHWEST TECHNICAL COLLEGE (NTC)** invite applicants to join our team as the **Administrative Analyst Specialist** in the Student Success Center. BSU and NTC provide a rigorous academic environment with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. BSU and NTC are members of the Minnesota State system of colleges and universities.

BSU’s vision is to educate people to lead inspired lives. To accomplish BSU’s vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university. BSU enrolls around 5,000 students and offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU’s **Shared Fundamental Values** include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

NTC 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.

The **Administrative Analyst Specialist** provides broad-based technology leadership, management and expertise for the **Student Success Center** (SSC) at Bemidji State University/Northwest Technical College. The Student Success Center includes Career Services (CS) (BSU/NTC), Advising Success, Accessibility Services, Testing and SUCCESS MN Mentoring Program. Primary components include: management of career services comprehensive software career management system (provided by external online recruiting vendor); all SSC hardware, software, and equipment needs; database and information management/reporting (general and Minnesota State annual survey of graduates for BSU and NTC), business analysis and needs assessment; and
coordination and updating of the Career Services and Advising Success websites, online marketing of events and overall online presence. The Administrative Analyst Specialist also provides assistance and consultation to Student Success Center staff members regarding all of the above-mentioned areas on a regular basis and serves as the primary technology contact for Information Technology Services (ITS), Institutional Research (IR) and other campus departments as appropriate, and off-campus vendors/software providers.

Responsibilities of the Administrative Analyst Specialist include:

1. Serving as chief administrator and manager of the Career Services management online and database system, which is provided by an external online recruiting software vendor. Also manages and provides technical support for all other software used by Career Services and the Student Success Center.  
   **Percent of Time: 25%**
   a. Under limited supervision, oversees daily operations of the online system. Maintains system functionality, processes data, identifies problems and recommends and implements solutions. Provides direct troubleshooting assistance to staff, students, alumni, and employers for advanced questions and issues; refers individual to vendor when appropriate for further assistance. Works with staff to identify and remedy system issues impacting work flow and efficiency. Creates custom reports as needed, for staff and faculty.
   b. Maintains an active relationship with the online recruiting software vendor staff. Serves as the primary departmental contact with online recruiting vendor. Reviews new system features, makes appropriate recommendations, and guides implementation in collaboration with other Career Services staff members. Identifies and submits system repair and enhancement requests and communicates information received as appropriate to ensure successful delivery of system services.
   c. Assists with set up of career fairs/events within the system, if necessary. Configures laptop systems for tracking attendance at career events.
   d. Monitors and updates system information/data (ex. creates accounts for new students and alumni) and settings (ex. majors, minors, skills, year-in-school, etc.), which includes regular archiving of inactive user accounts and regular data updates and cleanup to maintain data integrity and accuracy.
   e. Writes and communicates system terms and conditions related policies and processes documentation in support of operations.
   f. Communicates with system users via email and other methods regarding system issues and updates.
   g. Conducts individual and group training for SSC staff as needed based on system and procedural changes and updates. Conducts annual system training session/s with SSC student staff and graduate staff.
   h. Conducts training to faculty and staff utilizing the system to assist their students in finding jobs or internships and reporting their internship experiences.
   i. Evaluates and recommends new system features provided by the vendor and coordinates implementation.
   j. Partners with ITS software engineering team to maintain the student upload from ISRS and maintenance of the Student Portal (MyBSU and MyNTC).
   k. Supports and manages on-line systems (FOCUS2, CareerWise, Candid Career, Interview Stream, Oracle, ISRS, etc.) and other various software tools.

2. Provides departmental leadership and management for all data and information. This includes gathering, reporting, and managing data within and between various systems (Minnesota State Graduate Survey (ARSA, Integrated Student Record System (ISRS), Survey Monkey, Qualtrics, Google Analytics and other social media analytics, etc.).  
   **Percent of Time: 25%**
   a. Assists SSC staff in the design, collection, manipulation, and analysis of multiple data management
systems. Coordinates and integrates data within and between independent systems.

b. Administers the Minnesota State annual graduate survey for BSU and NTC, which includes management of sophisticated data uploads, data comparison analysis, data entry and online survey management. Trains and coordinates security access for graduate/peer assistants and undergraduate student workers for data entry and integrity. Performs annual configuration/uploading of graduate survey results to Career Services website.

c. Prepares systems utilization reports for the department at the conclusion of annual and semester reporting periods. Generates other reports as requested by department management.

3. Initiates and coordinates the management and regular updating of the BSU & NTC Career Services and Advising Success Center website, online marketing of events and overall online presence. **Percent of Time: 20%**

a. Ensures and supervises the timely updating of all SSC websites and online content in coordination with SSC staff including identification and updating of broken links to be done on a regular basis (minimum once per semester). Maintains and updates new link requests by outside vendors and companies. Utilizes student and graduate/peer student staff to accomplish daily maintenance of departmental objectives in this area.

b. Monitors and reports comprehensive SSC website statistics on a regular basis.

c. Provides WordPress training when necessary.

d. Researches, recommends, and suggests new methods of web design and enhancements to further the interactive capabilities and overall utilization of the CS website.

e. Interfaces with campus IT, Instructional Technology staff, web marketing staff and vendor representatives in the interest of furthering the provision of departmental services/programs provided via the internet (ex. video content, etc.).

f. Serves on the Campus IT Committee.

g. Represents SSC at the Advisory Board meetings to answer questions on technology, if needed.

4. Manages the general technology needs of staff and department in the Student Success Center and CS at NTC. Provides leadership, management, and organization for the SSC’s technology hardware and software needs, which includes general trouble shooting, staff assistance and consultation, ordering and installing, researching, interfacing with IT and other campus departments as needed. **Percent of Time: 10%**

a. Provides information systems support for the department; orders and installs new or upgraded equipment and hardware/software; and performs regular system updates and maintenance for all SSC computers shared laptops, printers and Career Resource Library and Testing computers (20 computers total). Maintains current departmental inventory of computer equipment and software by workstation and provides recommendations for purchases based on BSU’s life-cycle requirements.

b. Serves as SSC first point of contact for campus ITS staff. Triage IT needs of department and staff and recommends appropriate course of action. Works with other campus colleagues/units as needed to accomplish departmental objectives.

c. Works in conjunction with Information & Technology Services and other campus departments to establish user rights and permissions for staff and student staff access to campus systems, including: MS Outlook email, calendars, departmental shared drives, Integrated Student Record System (ISRS) and other systems as needed. Instructs departmental staff and students on usage.

d. Assists management in identifying areas for expanded and/or efficient utilization of new technologies, processes and systems that will directly benefit staff, students, employers, and other constituents.

e. Troubleshoots day-to-day software, server, equipment, and access issues. Serves as SSC first point
of contact with other campus departments as necessary.
f. Instructs, trains and consults with staff individually or in a group on technical issues relating to use of various software applications, database management, etc.

5. Serves as primary interface with campus ITS and IR units to provide integration with campus information systems and analytics. **Percent of Time: 15%**
   a. Partners with ITS software engineering team to map data elements and establish data feeds.
   b. Leverages ITS project planning capabilities on large information systems.
   c. Collaborates with IR unit to enhance Post Graduation Outcomes statistics.
   d. Attends the University ITS Technician’s meetings and other ITS meetings that will affect the office.

6. Performs other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner. **Percent of Time: 5%**

**Minimum qualifications for this position include:**
- Associate degree in a related field with 3 years of experience or demonstrated skills in a Career Center or IT environment.
- Ability to direct data queries across multiple databases and compile information to meet needs.
- Project management skills.
- Ability to prepare clear and comprehensive reports and communications.

**Preferred qualifications include:**
- Bachelor’s degree in IT, Business or a related field.
- Advanced knowledge and experience working with online and database systems, including the ability to upload/download and retrieve information to and from various software applications such as or similar to Minnesota State Integrated Student Record System (ISRS), Access, Excel, Oracle, Microsoft Office products and basic knowledge of HTML.
- Commitment to staying current and competent with changing technologies.
- Knowledge of and experience working within a higher education and/or career center environment.
- Knowledge of, an interest in, or experience working with diverse cultures and populations and/or underserved, underrepresented and marginalized 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.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at [https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp](https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp).
  o Salary is commensurate with education and experience and the current salary range for this position is $45,581 - $66,190 annually or $21.83 - $31.70 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 is a tobacco free workplace (see policy).

TO APPLY:

Apply for Vacancy Posting 46561, 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 about the position:
Margie Giauque, Director of Career Services  
Phone: (218) 755-2038  
Email: margie.giauque@bemidjistate.edu

If you have general questions about this posting or submitting 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:

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 or 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 and 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.