Bemidji State University invites applications for the position of:

**Administrative Assistant**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Office and Administrative Specialist Intermediate (PCN 00138750)

**OPENING DATE:** July 26, 2021

**BID CLOSING DATE:** Monday, August 2, 2021, at 4:30 p.m.

**CLOSING DATE:** Tuesday, August 17, 2021

**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 $17.66 - $23.41 per hour

**BEMIDJI STATE UNIVERSITY (BSU)** invites applicants to join our team as the Administrative Assistant for the Academic Departments in the Bangsberg Fine Arts Complex. 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 is a member of the Minnesota State system of colleges and universities and employs more than 500 faculty and staff.

BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia 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. Major campus facilities are connected by all-season underground passages for safe and warm travel during the cold, winter months.

Enrolling around 5,000 students, BSU offers more than 70 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. 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.

The Administrative Assistant provides office support and assistance for Academic Departments in the Bangsberg Fine Arts Complex, which include the English Department, Humanities Department, and Music Department, as well as the Chairs of the department and directors/coordinators of various academic programs. The Administrative Assistant also assists with the effective utilization and maintenance of the Complex.

**Responsibilities of the Administrative Assistant include:**

1. Providing office and administrative support for the Academic Departments located in the Bangsberg Fine Arts Complex.
   a. Creating and maintaining correspondence and documents. Maintaining departmental files.
b. Creating, maintaining, and distributing calendar of events and mailing lists, as appropriate, for assigned departments.
c. Maintaining a digital, updated list of contact information for enrolled majors, minors, and non-majors.
d. Ensuring the availability of the Music Resource Library and Music Listening Lab Library computerized CD, LP & periodical records.
e. Preparing and authorizing purchase orders and contracts, using MinnState’s ISRS Purchase Control System, for designated cost centers and also for a select group of 9-ledger accounts.
f. Ordering and maintaining inventory and authorizing delivery of office supplies for Departments of Music.
g. Interviewing, hiring, scheduling, training, and providing work direction and performance feedback for student employees.
h. Assisting with preparations for Music faculty attendance at Minnesota Music Educators Association Mid-Winter Clinic.
i. Organizing and coordinating special arrangements for Music Department events including, but not limited to, opera theater, DeKrey Scholarship event, JazzFest, senior recitals, Carl O. Thompson Memorial Concert, Honor Band, etc.
j. Preparing physical and digital mailings, including bulk mailings for assigned departments in a timely manner.
k. Organizing information required for contracts for guest artists, consultants, and technicians. Preparing contracts and invoices, obtaining proper signatures, and providing follow up.
l. Assisting with research, compilation, and preparation of reports as requested.
m. Coordinating ticketing for Music Department concerts and events.

Percent of Time: 50%

2. Serving as the official point of contact for the Bangsberg Fine Arts Complex.
   a. Providing appropriate assistance to and professional communication with students, faculty, staff, and the general public.
   b. Scheduling and reserving rooms and times in EMS for classes, performances, and other events for all academic departments in Bangsberg.
   c. Preparing on-line input each semester for departments’ class schedule listings. Proofreading and completing revisions/submissions. Organizing and maintaining faculty/staff directory, office, and classroom charts.
   d. Maintaining inventory of keys and lockers for Bangsberg.
   e. Posting class schedules on Bangsberg classrooms and rehearsal rooms.
   f. Maintaining / updating physical and digital bulletin boards, departmental announcements, door tags, etc.
   g. Coordinating locker assignments

Percent of Time: 40%

3. Assisting in the appropriate utilization and security of Bangsberg offices, classrooms, and performing venues.
   a. Coordinating building usage and/or serving as liaison with responsible parties for activities held in the Bangsberg Fine Arts Complex by internal and external groups, with first consideration given to academic programming. Updating and providing the written list of rules for use of facilities and reservation forms.
   b. Serving as the Bangsberg Fine Arts Building liaison with the Physical Plant, Public Safety, and Hobson Memorial Student Union Coordinator of Events in accommodating university and community needs. Reporting safety and security concerns to Public Safety and appropriate faculty and staff immediately.
c. Initiating and authorizing campus maintenance requests as needed.  
Percent of Time: 10%

Minimum qualifications for this position include:

- Sufficient skill in accounting, budgeting, and expense reporting to monitor multiple budgets, analyze various line items, ensure that spending is within budget and grant guidelines, and effectively recommend fund transfers.
- 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).
- Data entry, word processing, spreadsheet, and database management skills sufficient to effectively create, enter, modify, prepare, and retrieve data in a variety of formats, letters, reports, and documents.
- Leadwork skills sufficient to hire, train and give work direction to student workers.

Preferred qualifications include:

- General appreciation of the arts, and a particular appreciation of music and speech.
- Demonstrated knowledge of, an interest in, or experience working with students and/or colleagues from multicultural and diverse backgrounds.

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](https://mn.gov/mmb/employee-relations/labor-relations/labor/afscme.jsp).
  - Salary is commensurate with education and experience; the current range is $17.66 - $23.41 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 for this position:

Apply for Vacancy Posting 47511, on the Minnesota Management and Budget (MMB) website:  [http://mn.gov/mmb/careers/](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](http://www.mn.gov/careers).

**Internal Bid Process** - Open for Bids from eligible AFSCME members from 7/26 – 8/2/2021.  Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, August 2, 2021, to Teresa Hanson in the HR office at  teresa.hanson@bemidjistate.edu.  The bid form may be
found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/.

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

Inquiries about the position:
Dr. MaryTheresa Seig, Dean of the College of Arts, Education and Humanities
Phone: (218) 755-3874
Email: marytheresa.seig@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:

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.