

## VACANCY POSTING - (MMA)

\*\*\*\* REPOSTING \*\*\*\*

### Minneapolis Campus – Job Posting #03MNSC000028

Posting Date: June 9, 2003

Position Classification: Office Service Supervisor I

Bargaining Unit: Middle Management Association (MMA)

Employment Condition: Full-time, Unlimited

Office: College of Management

Hours of Work: 8:30 - 5:00, Monday through Friday

Duties: This position serves as office manager for the College of Management and provides administrative support to the Dean of the College of Management. This position will also supervise and coordinate services of the secretarial/support staff for the college. The position will collaborate with the dean and scheduling coordinator in developing annual fiscal year budgets for departmental instruction and operating budgets for the college and monitor all accounts and recommend transfers of funds as necessary. In addition it will serve as telecommunications coordinator for the college, orient new faculty and staff to college procedures and coordinate office moves. .

Minimum  
Qualifications:

- Knowledge of office organization, procedures and workflow sufficient to develop and modify procedures, establish objectives, and assess results.
- Knowledge and experience in using the principles of supervision sufficient to train, assign, control and evaluate work, and hire, discipline and reward employees.
- Excellent human relations, customer service skills to establish effective working relationships within the college and across the university and service a diverse population of students, staff and clientele in a positive, respectful manner at all times.
- Language skills sufficient to read, interpret laws, regulations, gather information, compose appropriate correspondence, develop administrative and programmatic procedures and prepare written reports.
- Knowledge of the principles and practices of accounting and budgeting sufficient to maintain fiscal records and coordinate, compile budget data for multiple budgets.
- The ability to investigate situations, develop, analyze and select courses of action, negotiate solutions and make decisions and follow through on matters.

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Minimum Quals – cont'd:

- Excellent computer skills at the advance level in the following areas are required:
  - word processing,
  - electronic spreadsheets,
  - database management skills,
  - email systems
  - navigate the internet

Desired Qualifications:

In addition to the above minimum qualifications the following skills are also desired

- A successful record of project completion, ability to meet deadlines, ability to manage multiple projects simultaneously.
- Evidence of continued professional growth and development is expected.
- Experience in handling student employment matters both at the undergraduate and graduate level.
- Higher education experience is preferred
- Knowledge of policies and procedures of Metropolitan State University and MnSCU.

Salary Range:

\$15.24 – \$21.05

Appointment Date:

As soon as possible

Selection Process:

The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If you skills match the required skills for this position, the agency may contact you.

**How to Apply Online:**

If you wish to express interest in the vacancy you must submit your resume and supporting documentation directly to the Dept. of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder> and reference the Job Posting Number located at the top of this notice on or prior to June 20, 2003. You may copy and paste in your existing resume/documents or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interest.

**How to Apply with Paper Resume:**

If you wish to apply via a paper copy, mail your resume and supporting documents AND a completed Employment Application form to the State of Minnesota Department of Employee Relations, 658 Cedar Street, 2<sup>nd</sup> Floor, Saint Paul, MN 55155-1603 on or prior to June 20, 2003. To be considered for this vacancy, record the exact job title and posting number in the “Specific Opening” area on the application form. The Employment Application form that must be submitted with a paper copy is available at: <http://www.doer.state.mn.us>, Employment Site, Resume Writing Tips (bottom of page) OR by contacting DOER at 651-296-2616.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 296-2616 or (651) 282-2699 (TTY).

