Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. Visit our web site at http://www.metrostate.edu

Posting Date: 05/02/2016  Posting Closing Date: 05/08/2016

Position Classification: Executive II

Work Title: Assistant to the President

Bargaining Unit: Commissioners Plan

Employment Condition: Full-time, unlimited, non-exempt

Office: St Paul campus, Presidents Office

Hours of Work: Monday – Friday, 8:00 a.m.-4:30 p.m.

Job Responsibilities:
This position exists to manage the Office of the President and coordinate its relationship with all other administrative and academic offices within Metropolitan State University; to provide office management and administrative services to the President; and to maintain the official records of university regulations, policies and procedures. This position also provides management and administrative assistance to the external community of legislators and community partners and the various community boards the President either chairs or is a member.

Minimum Qualifications:
The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose application materials clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

- Demonstrated knowledge of the MnSCU System, the University’s mission, organizational structure, collective bargaining agreements, and policies and procedures sufficient to develop procedures relative to the management of the office and to ensure that procedures are followed and accurate information is disseminated
- English sufficient to write, prepare, and edit materials, using correct spelling, punctuation, grammar and sentence construction, and communicate effectively with internal and external customers both verbally and in writing.
• Demonstrated knowledge of the principles and practices of budgeting, accounting and fiscal control sufficient to compare cost projections and actual costs, and implement fiscal control systems.

• Strong customer skills on the telephone, in person and online to provide effective general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).

• Demonstrated ability to analyze a variety of data, select relevant information and integrate data into meaningful responses and reports.

• Ability to exercise discretion and be able to maintain strict confidentiality on personnel or grievance matters.

• Providing prompt, courteous and accurate information to customers in person, on the telephone, and through e-mail and other written correspondence.

• Word processing sufficient to construct, edit and finalize memos, letters and other written material, and to create reports by combining and presenting data from multiple sources in an organized format.

• Skilled in the use of spreadsheet software applications to enter, compile, store and retrieve data in a variety of reports.

• Demonstrated knowledge of basic principles, practices and techniques of database management.

**Preferred Qualifications:**

• Advanced skills in the use of Microsoft Office Suite and Sharepoint.

• Excellent organizational and prioritization skills. Ability to organize work and prioritize tasks in the context of working with several colleagues and concurrent projects in progress.

• Prior experience within the MnSCU system and/or current working knowledge of MnSCU and the University’s organizational structure, policies and procedures, collective bargaining agreements, grievance procedures, Academic Affairs policies and procedures, administrative and financial policies and procedures.

• Knowledge of research and survey techniques and tools is desirable in gathering information for institutional reports and other university-wide documents.

**Physical Requirements of the Job:** Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

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Visit our web site at [http://www.metrostate.edu](http://www.metrostate.edu)

**Salary Range:** $19.81 - $27.50/hour depending upon experience and qualifications
Application Procedure:

Applications will only be accepted through the State of Minnesota Employment site at http://mn.gov/mmb/careers/. Applicants may upload a unique and tailored resume and have the system automatically fill in portions of their application. This system also allows you to apply without a resume and complete an application by filling in each section. A progress bar will show what steps remain in the application process. You may also need to respond to screening questions about your qualifications. Applicants may save at any time and return later to complete their application.

* Employment for this position is covered by the collective bargaining agreement Commissioner’s Plan which can be found at: http://mn.gov/mmb/employee-relations/labor-relations/Labor/commissioners-plan.jsp

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.