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: 9/19/2016
Closing Date: 9/27/2016

Position Classification: Office and Administrative Specialist, Intermediate

Work Title: Office Coordinator

Bargaining Unit: AFSCME

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

Office: St Paul campus, Student Success

Hours of Work: Monday – Friday, 9:00 am - 5:30 pm, hours may vary

Job Responsibilities:

This position reports to both the Career Center Director and the Director of Advising Effectiveness, and provides a high level of administrative support for overall daily management and operations of the Career Center (Career Services), the Travelers EDGE/Pathways Program, and the Advising Center. This position facilitates communications between the centers, students, and other university colleges and departments. This position is integral to the planning, implementation, execution, and evaluation of activities, processes, and projects that support both the Career Center and the Advising Center. The person in this role will:

- Provide assistance for students, faculty and staff contacting the Career Center and Advising Center. This includes serving as front-line staff to greet visitors, answer incoming calls, respond to inquiries, trouble-shoot any issues, and provide basic information to students about university services and resources
- Manage daily functions and provide support for the Career Center, Travelers EDGE/Pathways Program, and the Advising Center. This includes providing support for assessment, evaluation and reporting; identifying and solving problems, maintaining student records and confidentiality; and enhancing software capabilities
- Maintain calendars, career and advising center space, resources, and supplies
- Provide general office support such as copying, filing, and preparing correspondence
• Manage and oversee expense reporting, filing, tracking, and all processes related to budgets, purchases, and financial documents
• Ensure that the Career Center and Advising Center websites and social media are up to date
• Provide logistics and planning support for special events
• Supervise, hire, and train student workers
• Ensure the smooth functioning of both centers and assist with special projects as needed

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:

• Knowledge of customer service skills with the ability to provide prompt, courteous and accurate information to internal and external customers in person, on the phone, through email and other written correspondence. Ability to use interpersonal communication to clearly and accurately communicate complicated information; respond with courtesy and respect both verbally and in writing with internal and external constituents; present clear and concise explanations of processes, policies and procedures; and help others understand the information.
• Knowledge of writing skills sufficient to write, prepare, and edit materials, using correct spelling, punctuation, grammar, and sentence construction.
• Knowledge of word processing and PC use; skilled in how to create and format a variety of documents, including spreadsheets, tables, charts, and graphs.
• Knowledge of database management, proficient at inputting data quickly and accurately, compiling reports, analyzing discrepancies, storing and retrieving data in a variety of reports.
• Knowledge of accounting practices sufficient to reconcile invoices, receipts and purchase orders; monitor grants; and balance budgets to ensure spending is within budget and grant guidelines.

Preferred Qualifications:
• 2 or more years successfully working in an administrative support role.
• Associate’s degree or business office coursework.
• Demonstrated ability working collaboratively in a culturally diverse environment and experienced working with people from diverse backgrounds and education levels.
• Excellent organizational and human relations skills.
• The ability to act as lead worker and provide adequate training to student employees.
• Experience working in a college career center and/or an academic advising center.
• Previous experience working with the MN State ISRS software.

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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the President’s Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching scholarship and services designed to support an urban mission.

Visit our web site at http://www.metrostate.edu

For campus safety information and crime statistics visit: http://www.metrostate.edu/msweb/resources/depts_services/security/campus_security.html

**The School/Academic Department:** The Career Center/Pathways and Travelers program is housed within the Academic Affairs and Student Success division. The Career Center focuses on providing holistic support services for students designed to assist students with an array of activities to enhance student’s career exploration through networking, one on one coaching, resume writing, referrals, and other activities, while pursuing their education at Metropolitan State University. The Pathways/Travelers EDGE Scholarship program engages participants through partnerships with colleges, universities, and community-based programs to increase the pipeline of underrepresented students completing bachelor’s degrees.

The Center for Advising Undecided Students is a new center created to better serve undecided students at Metropolitan State. It is also housed within the Academic Affairs and Student Success division, and serves both new and transfer students who are currently exploring possible major choices. The advising center works with each student to help them assess their own interests and abilities, while using university and electronic resources to research possible career options and educational pathways.

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**Salary Range:** $16.16 – $21.42/per 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.

**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.