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 Services Supervisor 1

Work Title: Office Manager

Bargaining Unit: MMA 216

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

Office: Minneapolis, Management Education Center, College of Management

Hours of Work: Monday – Friday, 8:30 a.m. -5:00 p.m.

Job Responsibilities:
To ensure administrative functions of the College of Management are provided promptly and efficiently without interruption to operation. This position supports the dean, oversees the College of Management budget, supervises staff, and is responsible for the accuracy of faculty workloads, as well as vital daily functions of the College of Management.

Minimum Position 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:

- Prior experience providing lead work direction to others
- Communication skills (interpersonal, intercultural, oral and written sufficient to convey simple and complex concepts, policies, procedures, budget decisions, and personnel decisions
- Demonstrated ability to work independently and as a part of a team to lead implementation of improvement projects
• Organizational and time management skills sufficient to prioritize workload to meet required deadlines
• Computer skills sufficient to use email systems, internet, listservs, presentation software and other online data resource applications.
• Detail orientation sufficient to organize, plan, execute, and report projects within COM and projects in conjunction with university offices outside of COM
• Computer skills including word processing, spreadsheets, PowerPoint, Publisher, university software, and electronic communication sufficient to effectively and efficiently communicate within COM, across the university, and to external constituencies.
• Experience planning and preparing budgets

Preferred Qualifications:
• A bachelor’s degree
• Supervisory experience
• Ability to establish effective working relationships amongst staff and constituents in a diverse population and be a contributing team member in meeting the goals and objectives of the college and university.
• Experience working in a higher educational institution, knowledge of Metropolitan State University and the College of Management.
• Knowledge of data privacy laws as it pertains to student files, faculty searches and other confidential or private information.

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

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

The School/Academic Department: College of Management

We are a college that offers nine Bachelor of Science degrees, seven Bachelor of Applied Science degrees, two master's programs, two graduate certificates and the applied Doctor of Business Administration. Students enjoy the benefits of attending a large university without losing the personal
touch of a small college. Although we serve over 5,000 students a year, we have kept the class size small: an average of 22 students per section. As a result, students benefit from a highly interactive and personal learning environment that few other colleges can match.

Our faculty members are not only academically qualified and student-centered; most of them also have years of business and managerial experience in global companies or non-profit organizations. This combination enables them to better help our students take the theory and apply it to practical situations in the "real world." Our senior students have consistently outperformed the vast majority of their peers in other business schools with the ETS major field tests in areas like accounting, finance, and economics. Most graduates of COM are quickly hired by the top businesses, governmental units and non-profit organizations. The national recognition received by our quality programs has led to a nearly $5 million grant to develop a Center of Excellence in Information Security and Technology.

At the College of Management, we value diversity, flexibility and applicable knowledge. Our undergraduate programs are offered at over 14 sites throughout the metropolitan area, usually on a one-night-a-week basis. Our day programs at the Midway and St. Paul sites offer a more traditional two-day-per-week meeting schedule. If these formats don't fit your busy lifestyle, we also have several online programs that offer undergraduate majors in Management, Marketing, Business Administration and Human Resource Management and our two master degree programs. There are also web-enhanced, reduced-seat-time courses and independent studies.

We invest in the success of our students. Our aim in the College of Management is to help students become better business practitioners and managers. A highly capable group of faculty members, academic advisors, and supporting staff are ready to assist students in achieving their goals.

http://www.metrostate.edu/student/university-info/university-info/college-of-management

**Salary Range:** $19.22 - $26.54/hourly, $55,416/annually (Based on experience & 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 MMA which can be found at http://www.mn.gov/mmb/images/contract-mma-2015-2017-web-version-access-final.pdf

**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.