

MINNESOTA STATE UNIVERSITY, MANKATO
AFSCME JOB POSTING

Classification
Office and Administrative Specialist, Senior

ANNOUNCEMENT NUMBER: 09-811

OPENING DATE: 12/14/2018

CLOSING DATE: 12/20/2018

In accordance with Article 12 and Appendix O of the agreement between AFSCME, Council 5 and the State of Minnesota, the following position is vacant. Only eligible employees, as defined by the provisions of Article 12, Section 6, may submit a bid for the vacancy. Please review all respective contract language to determine bid eligibility. **To bid on this vacancy, you must complete a Bid Application for Vacant Position which may be obtained from the Human Resources Web page at: <https://www.mnsu.edu/hr/forms/index.php?id=ab>**

No bids shall be accepted after 4:30 p.m. on the closing date listed above. No bids will be accepted via telephone.

DEPARTMENT/WORK AREA	DAYS & HOURS OF WORK	SUPERVISOR
Admissions	Monday - Friday	John Engquist
Work Area 9	8:00 AM - 4:30 PM*	507-389-1822

EMPLOYMENT CONDITION: Full-time, Unlimited

POSITION PURPOSE:

This position is responsible for the entire admission operation of the Graduate Studies Office, from initial prospect through admission notification, including but not limited to the evaluation of select international applicant credentials. The position also requires the employee to react quickly to problems when admitted graduate students find themselves unable to register due to never ending issues created by the ISRS and MNSCU and/or campus policies and practices.

*Summer Hours: Monday - Friday; 7:30 AM - 4:00 PM

Please note: Minnesota State Mankato email services will be unavailable due to system upgrades starting the evening of December 19th through December 20th. If you would like to bid during this time please use the paper form: <http://www.mnsu.edu/hr/forms/bidapplication.pdf> and bring it to Human Resources by 4:30 p.m. on December 20, 2018.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at <http://www.mnsu.edu/safety/>. You may also request a paper copy from University Security at 507-389-2111, or by emailing security@mnsu.edu.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 387-2015 (V) or (800) 627-3529 (MRS/TTY).