

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College – Virginia – Eveleth Campus

Employee Name:	Position Control Number:
Department/Division: Administration	Classification Title: Office & Administrative Specialist Principal
Prepared By: Jodi Pontinen/Jessalyn Sabin/Carmen Bradach	Working Title: Executive Assistant
X Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
X Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked
X Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Date Prepared: March 2024

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

The position provides executive administrative support to the administrative office of Minnesota North College – Virginia & Eveleth Campuses. The position often serves on behalf of administration as the campus lead communicator to employees, students, and the community. This position also provides support for faculty and Human Resources as well as the scheduling function for faculty assignments.

PRINCIPLE RESPONSIBILITIES AND RESULTS

- 1. Provide executive administrative assistance to the Virginia and Eveleth Campus Administration**
 - a) In the absence of Administration, make decisions to carry out office responsibilities, and when necessary, refer situations to the appropriate administrator or other college official to handle.
 - b) Compose correspondence for communication to the campus and community.
 - c) Prepare and/or assist in the development, tracking, and maintenance of campus reports, forms, grants, surveys, agreements, contracts, etc.
 - d) Assist with scheduling meetings and appointments for campus administrators.
 - e) Assist with travel arrangements for campus administrators.
 - f) Answer phones, screen calls, take messages, and communicate information accurately and promptly.
 - g) Manage student petitions, grievances, and appeals, including establishing files, monitoring timelines, and providing updates to Administration.
 - h) Oversee graduation planning.
 - i) Coordinate planning for additional campus events, including health clinics, community forums, conferences, holiday gatherings, retirement parties, etc.
 - j) Prepare meeting agendas and take minutes as directed by campus administrators.
 - k) Monitor and manage supplies for the administrative office.

Priority: Essential Percent of Time: 40%

2. Academic Scheduling

- a) Create and maintain yearly academic schedules to ensure timely and accurate publication.
- b) Enter and Monitor faculty assignments and loads in FWM, make recommendations to and consult with the Dean of Academics to ensure faculty contractual compliance.
- c) Develop faculty loads in consultation with the Dean of Academics and Human Resources.
- d) Monitor cost center and CIP codes for reporting to Human Resources, Institutional Research and the Business Office.
- e) Develop recommendations for any needed changes based on historic and projected enrollments to the Dean of Academics.
- f) Assist in monitoring maximum class size list and inventory for new or changed programs to ensure maximum student enrollment and efficient faculty workloads are contractually met.
- g) Ensure compliance and alignment of courses and programs with the College and Minnesota State policy by attending Academic Affairs & Standards Council (AASC) and other curriculum meetings as needed.
- h) Assist in determining part time/adjunct faculty need in consultation with the Dean of Academics.
- i) Assist in creating and distributing temporary faculty appointment letters.
- j) Inform Dean of Academics of any non-compliant situations as well as situations where permission is required by the faculty, the union, and/or others to proceed with the assignment. Propose solutions for situations where assignments may not be compliant.
- k) Have a good understanding of the MSCF Contract and attend contract training sessions as needed.
- l) Collect and retain course syllabi.

Priority: Essential Percent of Time: 35%

3. Assist with Human Resources functions.

- a) Assist search chairs with scheduling candidate interviews.
- b) Assist new hires and supervisors with onboarding.
- c) Provide new hire orientation to new employees utilizing the new hire campus checklist.
- d) Maintain confidential supervisory files.
- e) Compose and distribute confidential employee correspondence as directed by Administration.
- f) Perform background checks as necessary.
- g) Serve as resource person on a wide variety of personnel transactions and questions.

Priority: Essential Percent of Time: 10%

4. Provide administrative support in various areas of the college as needed.

- a) Manage faculty absence notification.
- b) Assist with special projects as assigned by Administration.
- c) Assist with coordinating/scheduling facilities used by outside groups/agencies.
- d) Provide back-up support in areas such as the following:
 - i. Managing mail.
 - ii. Maintaining printing and office supplies.
 - iii. Vehicle requests.

Priority: Secondary Percent of Time: 10%

5. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Priority: Secondary Percent of Time: 5%

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications

- Experience in administrative office support.
- Excellent office management and organizational skills to ensure that the administration office operates in a professional and efficient manner.
- Excellent written communication skills using correct grammar, spelling, and punctuation to write and edit reports, letters, minutes, and other documents.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds, including sensitivity to their needs and concerns.
- Sufficient computer skills to prepare and revise documents, including ability to use social media and stay up to date with current and changing software.
- Excellent human relations skills to maintain relationships and work with various constituencies.
- Professional judgment skills sufficient to determine when to respond to situations and when to escalate the response to a higher level.
- Incumbent must maintain a valid driver's license and insurance, or have other reliable transportation.

Preferred Qualifications

- Ability to solve problems, make decisions, set and meet deadlines, multi-task, delegate work, and serve as a leader to other workers.
- Ability to develop and/or implement administrative and program policies, procedures, and service standards in cooperation with management.
- Working knowledge of the college's programs, services, policies and procedures.

RELATIONSHIPS

This Position Reports to: Director of Campus Operations

Supervises N/A

Internal and External Clientele and Purpose of

Minnesota North College faculty, staff and administration; College advisory committees and foundation, community members, students and parents, visitors to campus.

PROBLEM SOLVING

This employee must be able to manage time effectively, recognize and respond appropriately to issues of a sensitive and/or confidential nature, and make daily decisions as appropriate Administration. The independent nature of the position will require that the employee be able to exercise excellent professional judgment and to know when and where to seek assistance. Regular investments of time will be required to stay current, well read, organized, and conversant with critical and/or higher priority issues, projects, goals, and initiatives of Administration.

FREEDOM TO ACT

Budget N/A

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.