



## **FULFILLMENT CENTER SUPPORT**

### **Office & Admin Specialist**

Temporary, Intermittent

Minnesota North College – Mesabi Range, Eveleth Campus is seeking to fill four (4) temporary, intermittent (.25 FTE) **Fulfillment Center Support** positions (Office & Admin Specialist).

Under general supervision/procedural control, the Fulfillment Center Support positions fulfill online orders and provides customer services for Minnesota North College Store customers on matters relating to the e-commerce sales of textbooks and other course materials. These positions will also provide assistance with day to day operations during peak periods, and also provides clerical services necessary to perform general office tasks in support of fulfillment center operations.

#### **Work Hours:**

- These positions work mainly at the beginning of each semester and other times of the year as needed by the college.
- **Estimated dates would be July 24, 2024 – June 30, 2025.** Most hours are needed at the start and end of semesters (Aug/Sept, Dec/Jan, and May/June).
- Intermittent employees are "on-call" and work an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the campus require.

**Salary Range:** \$20.02 - \$25.03 hourly

**Deadline to Apply:** Open until filled

#### **Application Procedure:**

- Please send a resume to: Jeff Nelson at [jeff.nelson@minnesotanorth.edu](mailto:jeff.nelson@minnesotanorth.edu)

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

#### **QUALIFICATIONS:**

##### **Minimum Qualifications**

- Communication skills sufficient to communicate appropriately with students, faculty/staff, and other customers.
- Math (arithmetic) sufficient to add, subtract, multiply and divide whole numbers, fractions, decimals; calculate percentage, and use simple formulas; sufficient to calculate, review and reconcile data and balance accounts.
- Customer service sufficient to perform duties described above with courtesy, respect, and interest in positive problem solving.
- Ability to input data quickly and accurately.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Ability to maintain a stationary position for long periods of time while positioning self to move, and/or transport materials weighing 15 - 50 lbs. on a daily basis.

##### **Preferred Qualifications**

- Experience in a customer service position.
- Ability to operate modern office machines, including a POS system.
- Microsoft Office knowledge and experience.
- Knowledge of Minnesota North College store policies and procedures.

For questions regarding this posting, please contact Donna Hoag, HR: [donna.hoag@minnesotanorth.edu](mailto:donna.hoag@minnesotanorth.edu)

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Carmen Bradach, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.