



## **EXECUTIVE ASSISTANT**

### **Office & Administrative Specialist, Principal**

Permanent, Full-Time – Commissioner's Plan

**Job ID#: 82430**

Minnesota North College – Mesabi Range, Virginia & Eveleth Campuses are seeking to fill the permanent, full time position of Executive Assistant (Office & Admin Specialist, Principal).

The position provides executive administrative support to the administrative office of Minnesota North College – Virginia & Eveleth Campuses and the Vice President of Finance & Operations. 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 on the Mesabi Virginia and Eveleth Campuses.

**Work Location:** Mesabi Range, Virginia and Eveleth Campuses

**Work Hours:** Monday – Friday, 8:00 am – 4:30 pm

**Salary Range:** \$23.76 - \$32.06 hourly

**GREAT BENEFITS PACKAGE!** *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/segip/>*

#### **Application Procedure:**

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

- **External Applicants:** Applicants not currently employed by Minnesota State can access the [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).
- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- **Please use Job Requisition #: JR0000001224**

**DEADLINE TO APPLY:** December 27, 2024 at 12:01 am

#### **QUALIFICATIONS:**

##### **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.

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

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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 Charlotte Peterson, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.