View Requisition Summary - Executive Ofc and Admin Spec

<table>
<thead>
<tr>
<th>Posting Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code and Title</td>
<td>(1885ugr) Executive Ofc and Admin Spec</td>
</tr>
<tr>
<td>Position Title</td>
<td>Executive Ofc and Admin Spec</td>
</tr>
<tr>
<td>Job Code</td>
<td>1885</td>
</tr>
<tr>
<td>Requisition Number</td>
<td>186914</td>
</tr>
<tr>
<td>Position Number</td>
<td>218964</td>
</tr>
<tr>
<td>Reason for Posting</td>
<td>Replacement</td>
</tr>
<tr>
<td>If Replacement, Individual EmpID</td>
<td>1256792</td>
</tr>
<tr>
<td>Position Category</td>
<td>Staff - Secretarial/Clerical</td>
</tr>
<tr>
<td>Appointment Term</td>
<td>D = 10 month</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>Continuing (1)</td>
</tr>
<tr>
<td>Number of Openings</td>
<td>1</td>
</tr>
<tr>
<td>Work Hours</td>
<td>8-4:30 or as arranged</td>
</tr>
<tr>
<td>Work Days</td>
<td>M-F</td>
</tr>
<tr>
<td>Total Hours or % Appointment</td>
<td>100</td>
</tr>
<tr>
<td>Full/Part-time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Schedule/Range</td>
<td>C4-29</td>
</tr>
<tr>
<td>Starting Rate</td>
<td></td>
</tr>
<tr>
<td>Hiring Authority / Contact</td>
<td>Larson, Molly</td>
</tr>
<tr>
<td>Hiring Authority / Contact Phone Number</td>
<td>218-726-8981</td>
</tr>
<tr>
<td>Hiring Authority / Contact E-mail Address</td>
<td><a href="mailto:mlarso10@umn.edu">mlarso10@umn.edu</a></td>
</tr>
<tr>
<td>Supervisor of Position</td>
<td>Department Head</td>
</tr>
<tr>
<td>Department Head</td>
<td>Matthews, Steven</td>
</tr>
<tr>
<td>Entity Name</td>
<td>UMD History (158A)</td>
</tr>
<tr>
<td>College or Admin Unit</td>
<td>UMD Liberal Arts</td>
</tr>
<tr>
<td>Campus Location</td>
<td>Duluth</td>
</tr>
<tr>
<td>Desired Posting Date</td>
<td>09-03-2013</td>
</tr>
<tr>
<td>Job Open Date</td>
<td>09-03-2013</td>
</tr>
</tbody>
</table>
Job Close Date 09-15-2013
Internal Promotional Consideration 09-10-2013
Recruiter Herstad, Debra

Search Committee Contact

***THIS IS AN AFSCME CLERICAL BARGAINING UNIT POSITION. APPLICATIONS FROM CURRENT AFSCME EMPLOYEES MUST BE SUBMITTED BY SEPTEMBER 10, 2013 FOR BARGAINING UNIT CONSIDERATION.***

EXTERNAL APPLICANTS MAY SUBMIT APPLICATIONS DURING THIS TIME, BUT APPLICATIONS WILL NOT BE CONSIDERED UNTIL AFTER THE AFSCME BARGAINING UNIT CONSIDERATION DATE***

PLEASE NOTE: The application is the official document used to determine that the applicant meets minimum qualifications to be considered for the position. Therefore, the application must demonstrate the applicant meets all required qualifications

REQUIRED QUALIFICATIONS:
- High School Diploma/GED and four years of related office experience.
- Training/education may be substituted for some of the years of experience.
- Knowledge and skill in office practices and equipment; competent typing/word processing skills (at least 50 wpm), skilled in word processing, spreadsheets, electronic mail, Peoplesoft, EFS; good spoken and written English (grammar, punctuation, spelling); ability to work independently and effectively with faculty, staff and students.
- Good interpersonal skills.

SELECTION CRITERIA:
Office management skills (word processing, spreadsheets, EFS, Peoplesoft, etc.) determined by resume, interview, references; good spoken and written English (interview and references); ability to work well with others: (interview and references); good interpersonal skills (interview and references); familiar with University Procedures (application, interview, references).

ESSENTIAL FUNCTIONS:
(30%) Position requires near constant interaction with students and faculty

(25%) Serve as office manager
(25%) Maintain department budgets including SE&E, professional development, grants, etc.

(10%) Maintain class schedules, curriculum and room changes

(5%) Assist with personnel issues such as promotion, tenure and hiring procedures, etc.

(5%) Other duties as assigned

DUTIES:
--Office manager, receptionist, and general information source for other units, faculty, students and the general public concerning requests, policy/procedural questions, and/or problems.
--Coordinate department schedules including faculty/staff meetings, office workflow, class schedules, and room changes.
--Responsible for unit's day-to-day operations, budget, purchases, accounting, etc.
--Draft routine correspondence and prepare reports from data in EFS, PeopleSoft, and other sources.
--Monitor course enrollments and student demand.
--Hires, supervises and trains student help including informal equipment training for staff, faculty and TA's.
--Maintain department files and archives.
--Maintain a working relationship with CLA Dean's office and UMD administrative offices to facilitate coordination of activities, transmittal of information, and receipt of policy updates.
--Perform periodic analysis of office workload and function. Provide recommendations for changes necessary for continued efficient operation of office.
--Maintain student bi-weekly payroll files.
--Assist with Department searches.
--Maintain current knowledge of policies, procedures and skills through attendance at workshops and/or classes.

Program/Unit Description

www.d/umn.edu/cla

Please click on link at bottom of page to apply.

***IN ORDER FOR APPLICATION TO BE COMPLETE, YOU MUST ATTACH A RESUME AND LIST OF REFERENCES.

***FINAL JOB OFFER CONTINGENT UPON PASSING COMPLETE BACKGROUND CHECK***

Application Instructions

***Smoking is prohibited on all UMD property. The smoking ban includes indoor facilities and the campus grounds, as well as all University vehicles***

If you need a reasonable accommodation for any part of the application and hiring process, please contact the University of Minnesota Disability Specialist at 612-624-4037.
Individuals from underrepresented groups are encouraged to apply.

The University of Minnesota is an Equal Opportunity Educator and Employer.

Documents that MUST be attached by the applicant (Required Documents)
- Resume/Curriculum Vitae
- References

Documents that CAN be attached by the applicant (Optional Documents)
- Cover Letter/Letter of Intent

Pass Message
Thank you for applying to the University of Minnesota. After reviewing your application, the hiring department may contact you regarding this position.

Fail Message
Thank you for your interest in this position. However, your responses to the questions indicate that you do not meet the required qualifications. Please continue to consider the many employment opportunities at the University of Minnesota.

IPEDS Code
6

University BU Group
Clerical and Office

What type of application is needed?
Staff Application

Does this position accept online applications?
Yes

HERC Advertising Category
Staff & Executive - Administrative & Support

QuickLink
employment.umn.edu/applicants/Central?quickFind=114533

Does this position require a background check?
Yes

Recruitment Strategies

Scope of Search
No Response

Recruitment Strategy:
Publications, Web Sites, and Other

Academic Goals

EOAA: Female # to Goal
EOAA: Female Available %
EOAA: Minority # to Goal
EOAA: Minority Available %

Search Committee