

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **February 27, 2025** and expires **March 5, 2025**.

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **March 5, 2025**.

JOB NO.
0225-29

WORK AREA
Campus

CLASS & EMPLOYMENT CONDITION
Management Analyst 2
Full time, Unlimited
Option Code: Admin Coordinator

NORMAL HOURS OF WORK
Monday—Friday
8:00am—4:30pm

GENERAL DESCRIPTION OF JOB

This position reports directly to the Dean of the college and is responsible to carry out the fiscal mission of the college and to ensure accountability, both in terms of revenue generation (e.g., tuition, grants and donations) and program expenses (e.g., salary and overhead), for the use of all resources. Responsibilities include monitoring and analyzing college budget; coordinating the schedules and work assignments of faculty and staff to optimize the balance of return on all allocated resources with program operations; coordinate and facilitate the development of both short and long term strategic planning, for college as they align with the university vision; recommending new initiatives to the Dean as they relate to resource management.

Minimum Qualifications *(expected to have to enter job)*

- 1 year of closely related experience or an equivalent combination of education and experience.
 - Doctorate degree may substitute for 2 years of experience, Master's degree may substitute for 18 months of experience, Bachelor's degree may substitute as 1 year of experience and Associates degree may substitute for 6 months of experience.
- Ability to analyze and interpret financial data, conceptualize and create new ways of presenting materials for improved management decisions.
- Knowledge of project management and research methodology: Ability to identify and clarify a problem or issue, prepare and execute a research design, interpret results and recommend actions based on conclusions.
- Strong computer skills, particularly for databases and queries. Skills needed are for spreadsheets and statistical analysis with a computer. Proficiency in Microsoft Office. Well-developed skills in using the following is essential:
 - Databases
 - Spreadsheets
 - Word processing and presentation software
- Communication skills including listening, speaking and writing for technical reports for various audiences.
- Attention to detail and accuracy in transmitting information/data to college/university staff, MnSCU staff, community members, employee bargaining units, etc.

Preferred Qualifications *(desired but not expected to have to enter job)*

- Strong attention to detail and the ability to successfully manage and prioritize multiple tasks.
- Ability and willingness to engage in continuous improvement of skills and capacities.
- Lead work skills sufficient to perform hiring and assigning, directing, and scheduling of work.
- Ability to develop and manage record-management systems.
- Knowledge of Minnstate System, St. Cloud State University policies and procedures.
- Strong organizational and office management skills, dependability, and personal flexibility.
- General knowledge of higher education laws, as well as a thorough knowledge and understanding of the Board policies and system procedures.

***To be eligible to bid, an employee must have the same class as this vacancy and must currently have either a different shift, or a different work area, or a different employment condition than described above.**