

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **December 19, 2024** and expires **December 26th, 2024.**

Eligible employees* may bid on this vacancy by completing a “Classified Bid Form.” This form can be completed online, if you have any questions please contact the Human Resources office, AS204, during its regular business hours on or before **December 26th, 2024.**

JOB NO.

1225-20

WORK AREA

College of Health and Wellness Professions

CLASS & EMPLOYMENT CONDITION

OAS, Senior
Full time, Unlimited

NORMAL HOURS OF WORK

Monday - Friday
8:00am - 4:30pm

GENERAL DESCRIPTION OF JOB

This position exists to provide primary management and administrative responsibilities for the College of Health and Wellness Professions (CHWP), including control of workflow, development of office procedures; work with and provide assistance to the Dean and staff of the Dean’s Office, hire, train and supervise student workers; provides administrative support services for two academic programs, which includes developing, implementing, and managing support services for program faculty; Provides leadership to 5 departmental clerical staff and direct supervision of student employees.

Minimum Qualifications

- High level of customer service skills sufficient to respond in an accurate and timely manner to various questions regarding programs, policies, and procedures and to provide prompt, courteous, and accurate information to clientele,
- Demonstrated ability to work with persons from culturally diverse backgrounds;
- Demonstrated knowledge of and experience with spreadsheets sufficient to create, enter, analyze, and manipulate data to provide meaningful reporting,
- Demonstrated experience with database management sufficient to create, enter and maintain key school data and possess a clear understanding of the significant implication of errors.
- High level of word processing sufficient to create and develop professional business-quality correspondence and other promotional materials on behalf of Dean and others
- Leadership skills sufficient to direct and train other clerical staff and hire, train, and mentor student employees.
- Develop administrative and programmatic procedures for Dean’s office of the College of Health and Wellness Professions to ensure smooth transactional and educational goals are achieved

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

- Evidence of strong organizational and office management skills, excellent communication skills, dependability and personal flexibility;
- Evidence of ability to manage the office, develop and implement administrative systems and procedures, so that office efficiency and effectiveness is maximized and work flows smoothly to meet deadlines and solve problems.
- Experience working with students, faculty and other academic staff in a professional setting
- Experience with project management sufficient to monitor multiple projects, set priorities for accomplishment and follow-up assignments

***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.**