

Job Posting

Job Title Part-Time Clerical Support- Office & Admin Specialist

Job ID 52263

Location Roseville

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Job Details

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Job Class: Office and Administrative Specialist

Working Title: Part-Time Clerical Support

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 01/21/2022
- **Closing Date:** 02/11/2022
- **Hiring Agency/Seniority Unit:** Education Department
- **Division/Unit:** Education-St Paul / Board of School Administrators
- **Work Shift/Work Hours:** Shift
- **Days of Work:** M-F, To be determined with part-time position
- **Travel Required:** No
- **Salary Range:** \$16.91 - \$22.15/hourly
- **Classified Status:** Classified

- **Bargaining Unit/Union:** AFSCME
- **Work Area:** Board of School Administrators
- [Connect 700 Program Eligible: Yes](#)

Job Summary

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In this role, you will provide part-time, temporary administrative support services to the Executive Director of the Minnesota Board of School Administrators. Your role will be focused on providing support to out-of-state candidates applying for a Minnesota School Administrator License. Duties include:

- Determining eligibility of all out-of-state candidates applying for Minnesota administrative licensure;
- Making recommendations to the executive director on which candidates meet the requirements for Minnesota School Administrator Licensure;
- Gathering transcripts, syllabi, and other documents for candidates applying for administrative licensure;
- Reviewing documents to determine if they suggest that candidates meet Minnesota's eligibility standards;
- Maintaining accurate records and files of out-of-state candidates.

Qualifications

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Minimum Qualifications

Typing/keyboarding skills sufficient to perform skilled typing tasks with speed and accuracy;

Skill in database management sufficient to develop tables and manipulate, retrieve, and analyze data;

Customer Service skills sufficient to answer the phone and greet callers with courtesy and respect;

Preferred Qualifications

Previous administrative support experience;

[Previous experience working in a higher education or governmental setting;](#)

Application Details

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Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including 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 11 paid holidays each year.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637).

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Kelsey Baumann at kelsey.baumann@state.mn.us or [651/582-8550](tel:651-582-8550).

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. Please indicate what assistance you need.

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