

Job Posting Date: May 11th, 2017

Application Review Date: June 1st, 2017 at 4:00pm

Job Title: Administrative Assistant

Location: Mayville, ND

Compensation: Salary is commensurate with education, credentials and experience. Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

Position Details: 12 month; Full-time (40 hours/week)

FLSA: Non-Exempt

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: The Division of Education & the Office of Cultural Diversity & Inclusion at Mayville State University is seeking applicants for a full-time Administrative Assistant. This position will serve as the first point of contact, manage confidential information, work with student files, update schedule information, prepare requests for payment, assist with data management, maintain electronic handbooks, arrange travel arrangements for speakers, make room reservations, transcribe meeting minutes for committees associated with both offices, assist with STEM, Diversity events, Teacher Center events, and perform other necessary office work as need.

Minimum qualifications:

- Experience in an office setting
- High level of confidentiality
- Tech savvy with experience working with Microsoft Office Suite
- Display the ability to work in a fast-paced environment and display positive dispositions

Preferred qualifications:

- Bachelor's Degree in Business Administration of similar field
- Experience in an office setting in higher education
- MS Office Suite and experience with InDesign

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript

Send application materials to: Crystal Beggs HR Director, 330 3rd Street NE, Mayville, ND 58257 or email to crystal.beggs@mayvillestate.edu.

For specific questions regarding this position, contact Dr. Andi Dulski-Bucholz at 701-788-4833 or Dr. Dina Zavala-Petherbridge at 701-788-4650.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>