Job Posting Date: June 26th, 2014 **Application Review Date: July 11th, 2014 at 4pm**

Job Title: Administrative Coordinator

Location: Mayville, ND

Compensation: Minimum $25,000 per year along with a competitive benefit package including a retirement plan and employer paid health coverage.

Recruitment: Internal/external

Start date: August 1st, 2014 or sooner

Job Description: Admissions and Extended Learning is looking for a departmental administrative assistant. This person reports to the Director of Admissions and Extended Learning. Responsibilities include acting as a receptionist; handling daily correspondence; answering student and other questions and/or directing to appropriate parties; responding to student information requests; processing non-degree student application file materials and keeping applicants informed on the progress of their application status; managing confidential materials on a daily basis; maintaining office equipment and supplies; coordinating trainings and other special events; coordinating marketing mailings and digital campaigns; completing departmental billing paperwork; tracking and approving exam proctors; recording minutes at meetings; preparing publications; updating departmental webpages; and assisting the director and other staff members with state authorization and compliance, research, data collection, digital imaging, and other on-going departmental projects.

Minimum qualifications:

- 2 year degree in Business Administration or Office Support or 1 year of experience working in an office setting
- Detail oriented and able to prioritize time
- Ability to maintain confidentiality and use discretion
- Ability to establish administrative systems within the office
- Proficient in Microsoft Office (Word, Outlook, Excel, PowerPoint, and Publisher)
- Strong communication skills (interpersonal, written, oral)
- Flexible and able to coordinate multiple projects and tasks at a time

Preferred qualifications:

- Experience working with diverse populations, including adult learners, in an academic setting
- Proven ability to work in a self-directed environment
- Experience with Outlook and other computer applications
- Experience with Oracle or Connect ND

To apply, submit: a MaSU Employment Application (available at www.mayvillestate.edu and click on the 'employment' link at the top of the page); a letter of application; a current resume; and names and phone numbers of three professional references to: Noah Fischer, HR Officer, Mayville State University, 330 3rd Street NE, Mayville, ND 58257. Application materials received by 4pm on July 11th, 2014 will be given first consideration.

For specific questions regarding this position contact misti.wuori@mayvillestate.edu
An offer of employment will be contingent on passing a background check.

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

Mayville State University is an equal opportunity employer. Members of minority groups are encouraged to apply.

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.