



BIDDING ANNOUNCEMENT | AFSCME

BID POSTING DATE	October 4, 2025
BID SUBMISSION DEADLINE	October 10, 2025
CLASS TITLE	Office & Administrative Specialist, Senior
HOURLY RATE/RANGE	\$22.23 - \$30.09 (64L)
WORK AREA	Warrior Success Center Work Area B
DAYS	Monday - Friday
HOURS	Full-Time 8:00AM – 4:30PM
SUPERVISOR	Interim Director of Warrior Success Center Paul Stern
POSITION PURPOSE	This position provides administrative management and operational oversight for the Warrior Success Center (WSC), a comprehensive academic support unit that includes Advising, Career Services, Tutoring, and Access Services. The incumbent serves as the central coordinator for WSC front desk operations, student-facing customer service, and student worker supervision. The position ensures smooth daily operations, effective service delivery, compliance with university/Minnesota State Colleges and University system (MinnState) policies, and strong collaboration with other WSU offices such as Admissions, Financial Aid, the Registrar, and the Warrior Hub. This role balances direct student and customer interaction with administrative responsibilities such as office procedures, budget monitoring, event coordination, and supervision of student employees. The Office Manager plays a critical role in presenting the first impression of the WSC to students, families, faculty, and community members.
POSITION MINIMUM QUALIFICATIONS <i>(Expected to have in order to enter job)</i>	Minimum Qualifications: Math-Sufficient to add, subtract, multiply and divide when working with budgets and ordering supplies. Typing Keyboarding(40WPM)-Sufficient to draft correspondence for the Department. Data Entry Performance-Sufficient to enter budget and student information into ISRS and Knowledge Lake, English(Speaking and/or Writing and/or Reading Orally)-sufficient to communicate with customers of the department via email and in person. Word Processing-sufficient to draft correspondence for the Department.

	Spreadsheets-sufficient to enter student information into databases and manipulate the data. Database Management-sufficient to manipulate the data in the applications used and produce ad-hoc queries and reports. Customer Service Skills-sufficient to communicate with students, faculty and staff in a positive and professional manner. Development of administrative and programmatic procedures-sufficient to assist with the development of policies and procedures for the Warrior Success Center.
POSITION DESCRIPTION	Copy of the position description will be available on the Human Resources website at: https://www.winona.edu/human-resources/job-opportunities/ or email humanresources@winona.edu
QUESTIONS	Please contact the Supervisor prior to the application deadline if you have any questions regarding the duties of this position.
REQUIRED	All bids must be submitted in writing via email to humanresources@winona.edu by 4:00 PM of the Application Deadline. <i>Thank you!</i>