



BIDDING ANNOUNCEMENT | AFSCME

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BID POSTING DATE	April 14, 2026
BID SUBMISSION DEADLINE	April 20, 2026
CLASS TITLE	Office & Administrative Specialist, Intermediate
HOURLY RATE/RANGE	\$20.76 - \$27.53 (61L)
WORK AREA	Undergraduate Nursing Work Area A
DAYS	Monday - Friday
HOURS	32.5 hours/week beginning 1 week before the start of the Academic Year through May 31 st and 20 hours/week rest of summer.
SUPERVISOR	College of Nursing Dept Chair (Cyndy Jones) & Dean of COSHS (Brian Zeller)
POSITION PURPOSE	This position exists to provide the central point for providing administrative services with the department students and faculty with a variety of academic and administrative services relating to the Undergraduate and the RN-BS program. This position will also serve to maintain accurate department databases, prepare documents for events, and assist in collecting and recording required documents.
POSITION MINIMUM QUALIFICATIONS <i>(Expected to have in order to enter job)</i>	Math - Sufficient to add, subtract, multiply and divide when working with budgets. Typing Keyboarding(40WPM) - Sufficient to draft correspondence for the Chair and department served. Data Entry Performance - Sufficient to enter data into spreadsheets Communication Skills - sufficient to communicate with students and customers of departments served via email and in person Word Processing - sufficient to draft correspondence students, faculty, staff and Spreadsheets - sufficient to enter budget information and student information into databases and manipulate the data in functions such as Sort & Filter, SUM, AVERAGE and COUNT. Bookkeeping - sufficient to monitor the department budgets and make recommendations on discrepancies. Customer Service Skills - sufficient to serve as a receptionist .Lead Work Skills -Sufficient to supervisor student workers and hire, train, delegate and manage all aspects of student employment.
POSITION DESCRIPTION	Copy of the position description will be available on the Human Resources website at: https://www.winona.edu/human-resources/current-employees/ 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>