



BIDDING ANNOUNCEMENT | AFSCME

BID POSTING DATE	May 2, 2026
BID SUBMISSION DEADLINE	May 8, 2026
CLASS TITLE	Office & Administrative Specialist, Intermediate (OAS, Int)
HOURLY RATE/RANGE	\$20.76 - \$27.53 (61L)
WORK AREA	Graduate Nursing and HealthForce MN Work Area C Rochester
DAYS	Monday - Friday
HOURS	Full-Time, Year-Round
SUPERVISOR	Dean of COSHS (Brian Zeller) & Interim Director of HeathForce MN (Elaine Vandenburg)
POSITION PURPOSE	To provide administrative and office management support services for stakeholders within the Department of Graduate Nursing and HealthForce MN.
POSITION MINIMUM QUALIFICATIONS <i>(Expected to have in order to enter job)</i>	Math , -sufficient to add, subtract, multiply and divide in reconciling budgets, and paying invoices. Typing/Keyboarding (40 WPM) -sufficient to type correspondence for the Department. Data Entry Performance -sufficient to enter data into applications used, as well as Access and Excel and manipulate the data, Communication Skills -sufficient to communicate with customers over the phone, in person and via email. Word Processing -sufficient to draft, edit and create correspondence. Spreadsheets -sufficient to pull student data from Excel and manipulate to create lists. Database Management -sufficient to maintain Typhon, Access and Excel database records and run queries and specialized reports, Bookkeeping -sufficient to provide daily oversight for the department budget. Customer Service Skills -sufficient to serve as the receptionist for the Departments served.
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. *Thank you!*