



BIDDING ANNOUNCEMENT | AFSCME

BID POSTING DATE	September 25, 2026
BID SUBMISSION DEADLINE	October 1, 2026
CLASS TITLE	Office & Administrative Specialist, Intermediate (OAS, Int)
HOURLY RATE/RANGE	\$21.12 - \$28.01 (61L)
WORK AREA	Facilities Services
DAYS	Monday - Friday
HOURS	Full-Time, Year-Round 7:00AM-3:30PM
SUPERVISOR	Business Manager 1 (Charlotte Klonecki)
POSITION PURPOSE	The purpose of this position is to provide administrative assistant support to the Assistant Vice President for Facilities and other facilities services staff as directed. This position manages the day-to-day operations of the main office including vehicle reservations, building key issuances, processing of work-orders, receptionist duties, radio dispatching, including supervising student workers and monitoring budgets and other duties as assigned
POSITION MINIMUM QUALIFICATIONS (Expected to have in order to enter job)	Math, -sufficient to add, subtract, multiply and divide in reconciling budgets, paying invoices and determining two-way radio repair. Typing/Keyboarding (40 WPM)-sufficient to type correspondence for the Assistant Vice President for Facilities or Facilities related campus notifications. Data Entry Performance-sufficient to enter information from energy bills into spreadsheets and online databases Communication Skills -sufficient to communicate with customers over the phone, in person and via email. Word Processing-sufficient to draft proof, edit and create correspondence for the Assistant Vice President of Facilities and Facilities related campus notifications. Spreadsheets-sufficient to create new spreadsheets, pull data from invoices, enter data into spreadsheets and manipulate data in spreadsheets. Bookkeeping - sufficient to provide oversight on facilities office and motorpool budgets. Customer Service Skills-sufficient to serve as the receptionist for the facilities services main office. Must pass a criminal background check.
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>