Administrative Specialist

JOB OPENING ID 334340

JOB DESCRIPTION

The Institute for Social Research and Data Innovation (ISRDI) is a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers. The Minnesota Population Center (MPC) and the Life Course Center (LCC) serve interdisciplinary audiences of more than 150 faculty members, graduate students, and research scientists from 26 academic units across 10 colleges at the University of Minnesota. The Minnesota Research Data Center (MnRDC) provides access to non-public versions of federal data as part of the Federal Statistical Research Data Center system. IPUMS is a leading developer and disseminator of demographic data, serving a broader audience of more than 100,000 researchers worldwide.

This position provides operational, human resources, and financial support to the Institute for Social Research and Data Innovation (ISRDI). The position provides service primarily to ISRDI staff as well as to members and visitors and other external customers (inside and outside the University). The position functions as a member of the ISRDI Admin Team and works closely with other members of the center administrative team. This position reports directly to the HR & Operations Manager. ISRDI is primarily funded by federal grants with many projects encompassing international partners. Administrative personnel at ISRDI must excel within a diverse team environment and be comfortable providing service to ISRDI affiliates and researchers from all over the world, including many communities and cultures.

Diversity and inclusion is a core value of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world, and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage women and members of under-represented groups to apply.

RESPONSIBILITIES

General Administration & Operations - 50%

- Manage recurring events including, but not limited to: identifying, selecting, and ordering catered food and drink for 2-3 events per week on average, coordination of filming and editing recorded events, making hotel and restaurant reservations (including purchasing) for out of town guest speakers and guests, manage alcohol permits for on-campus events, and providing day-of support for departmental events of varying sizes.

- Maintain office supplies and equipment for efficient operations, including purchasing supplies for all ISRDI offices and purchasing and coordinating maintenance on computers and other office equipment.

- Serve as backup to the Operations Coordinator for all facilities/space related requests including suite access, key distribution, Facilities Management liaison, etc.

- Serves as front desk lead worker who creates schedules, assigns and directs work for the student workers, and provides orientation and training of student workers on the administrative team.

- Serve as a back-up for student front desk receptionist, and monitor front desk during absences of regular receptionist; answer main phone line and other lines as needed, refer calls, take messages, greet, welcome and direct visitors.
• Stays up-to-date on knowledge of University, federal and ISRDI guidelines with regard to travel, purchasing, payroll, hospitality, etc. Provides information and guidance to ISRDI staff as needed.
• Prepares files and assists in records management.

Human Resources - 10%
• Serve as primary Time and Absence Administrator for ISRDI; managing ISRDI staff timesheets, vacation and absence reporting, tracking, and monitoring of routine leaves; maintain data integrity of time and leave data entered by employees in the electronic time and absence system.
• Communicate with the Office of the VP for Research (OVPR) Human Resources as needed.

Financial - 40%
• Primary point person for preparation and entry of financial documents:
  o Vouchers
    ▪ Prepares invoices for payment by the OVPR Cluster. This includes preparing check request forms, preparing professional services information sheets (PSIS), initiating wire transfers, and receiving requisitions in EFS. This requires determining correct chart field strings and obtaining information for entry.
  o Reimbursements
    ▪ Departmental Chrome River expert. Regularly assist staff and members with data entry for reimbursements. ISRDI travel and expense reimbursements are complicated and complex because of international projects. Coordinates with travel approvers on pre-approved requests and resolves discrepancies. Tracks staff travel reimbursements.
    ▪ Obtains receipts and required information as related to travel and expense reimbursement for non employees, prepares required documentation and submits to the OVPR cluster for entry.
    ▪ Prepare cost transfers journals as instructed by supervisor, determining the appropriate debit and credit accounts as well as confirming the correct chartfields are used.
  o PCards
    ▪ In addition to making purchases with their own PCard when appropriate, this position obtains purchase receipts from card holders, reviews for accuracy and completeness, determines appropriate account string to charge, reconciles charges in EFS, obtains signature, scans and submits to Perceptive Content meeting all University deadlines.

QUALIFICATIONS
Required Qualifications: High School Diploma/GED and four years of related office experience, training/education may be substituted for some of the years of experience, computer experience to include Google suite (Mail, Docs, Drive, Sheets) and Microsoft applications (Word, Excel); strong verbal and written communication skills; strong attention to detail; experience with customer service or hospitality.

Additional selection criteria include: Experience with event planning and/or execution; experience with administration of an electronic time or absence system; experience with PeopleSoft EFS and/or HRMS; experience with formal or informal supervision and work direction.

This position is represented by the bargaining unit AFSCME Clerical. Expected salary range: $16.34 - $19.23 USD/hour.

APPLICATION PROCEDURE
Please apply using the University of Minnesota’s online employment system humanresources.umn.edu/content/find-job and search job opening ID 334340 or go directly to jobsearch.cla.umn.edu/334340. Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Mia Riza, HR & Operations Manager, at isrdi-jobs@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.