ADMINISTRATIVE ASSISTANT
JOB OPENING ID 352211

ABOUT THE JOB
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: IPUMS, the Minnesota Population Center, the Life Course Center, and the Minnesota Research Data Center. In this position, you will provide support for all human resources and operational functions for the ISRDI and its research centers. These units have a combined annual budget of approximately $16+ million (both sponsored and non-sponsored) and employ approximately 160 people.

In this role, you will be a part of the administrative team, providing direct administrative support to ISRDI Directors and providing administrative support to the Institute and its centers. This position reports directly to the Operations Associate and will work closely with the Program Development team.

Diversity and inclusion are core values 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 members of underrepresented groups to apply for this position. ISRDI supports the work-life balance of our staff with flexible work hours and hybrid work arrangements. ISRDI encourages and supports staff training and development and provides annual professional development funds. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

RESPONSIBILITIES

- **Provide Direct Administrative Support to ISRDI Directors (40%)**
  - Manage the schedules of ISRDI and center directors. This includes the ISRDI Director, ISRDI Associate Director, ISRDI Research Development Director, MPC Director, IPUMS Director, and LCC Director.
  - Schedule advisory board and leadership meetings on behalf of ISRDI & center directors.
  - Organize meeting materials and ensure directors are well-briefed and prepared for scheduled meetings.
  - Attend advisory board and leadership meetings as needed, record minutes, and follow up on action items from meetings as necessary.
  - Draft, prepare, and edit a variety of written materials and proofread correspondence on behalf of ISRDI and center directors.
  - Arrange travel and coordinate reimbursements for ISRDI directors and Center directors with the ISRDI financial team.
  - Purchase items and pay expenses on behalf of ISRDI Directors as needed using University Purchasing Card and following University of Minnesota financial policies.

- **Center Administrative Support (35%)**
  - Coordinate administrative functions of center membership application processes. This includes application collection, tracking, and communication of membership status.
Monitor center email accounts and direct questions to appropriate contacts at ISRDI and follow up as necessary
Coordinate notification to members about funding and program participation and connect members with appropriate funding resources
Provide administrative support to center programs such as LCC pilot project grant and MPC Pop Scholars program, including managing applications and notification of applicants.
Work with center directors to coordinate advisory board elections. This includes drafting communication, collecting ballots, etc.

- General ISRDI Admin Support (25%)
  - Arrange travel for visiting scholars, including seminar series speakers, mini-conferences, and individual visitors.
  - Provide event support: ordering food, arranging on-campus space, and on-site support for large events (e.g., event registration and help desk)
  - Ad-hoc meeting and calendar assistance
  - Update websites as needed (using Drupal content management)
  - Monitor ISRDI issue tracking system (using redmine software)
  - Stay up-to-date on knowledge of University, federal and ISRDI guidelines concerning travel, purchasing, payroll, hospitality, etc. Provides information and guidance to ISRDI staff as needed.
  - Other special projects supporting ISRDI administrative operations

The position will have an annual starting salary of $40,000- $50,000, commensurate with experience. This position is eligible for hybrid or fully in-office work arrangements.

QUALIFICATIONS

Required:
- High School Diploma/GED and four years of related office experience. Training/education may be substituted for some of the years of experience.
- Previous experience managing schedules and calendars
- Previous experience with Google suite applications and microsoft office
- Excellent verbal and written communication
- Experience organizing and prioritizing multiple requests/tasks
- Demonstrated ability to work as part of a team and independently
- Demonstrated ability to provide excellent customer service
- Must be able to work on campus an average of 2 days per week
- Physical Requirements: Must be able to move and lift 30 lbs

Preferred:
- Previous administrative experience in an academic environment
- Previous experience providing scheduling and administrative support to senior leaders
- Demonstrated ability to manage multiple projects and prioritize tasks independently
- Ability to keep multiple stakeholders updated on the status of work/projects

APPLICATION PROCEDURE

Please apply using the University of Minnesota’s online employment system humanresources.umn.edu/jobs and search job opening ID 352211. 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
Alex Lunde, 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.