

AFSCME Office and Administrative Specialist Senior position

Hiring Timeline for EGF and TRF

Supervisors

- Joseph – EGF (office will be in the Admin. Suite, next to John’s Office)
- ADawn – TRF (office will be in the Admin. Suite, next to John’s Office)

Timeline

2/11	Position description submitted to MinnState HR for classification
2/23 – 3/13	Post position for 3 weeks
3/16 – 3/20	Committee reviews applications and selects candidates for 1 st interview
3/25 – 3/27	Committee interviews candidates
3/27 – 4/2	HR secures references for those selected for 2 nd interview
4/3	Second interviews with Dean and President
4/20	Start date

Created: February 10, 2026