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WINONA

STATE UNIVERSITY

Winona State University invites applications for the position of **Facilities Services Storeroom/Purchasing Manager (Central Services Admin Specialist-Senior)**. This is a full-time position with a salary range of \$22.23-\$30.09/hour based upon experience.

Duties associated with this position include: 1) serving as the primary purchasing agent for the Facilities Department, including coordinating and managing the purchase of storeroom inventory and non-inventory items; 2) serving as the primary mailroom clerk for the WSU Campus mail services including coordinating the day to day operation of the campus mailroom; and 3) providing technical, office and administrative support to the Facilities Business Manager and other staff as well as assisting with shipping/receiving and surplus.

To be considered for this position, please submit your application via the State of Minnesota Career Website: <https://mn.gov/mmb/careers/>. The posting vacancy number for this position is 94238.

Application deadline is May 28, 2026.

WSU is a member of the Minnesota State Colleges and Universities System and is an equal opportunity educator and employer.

MENARDS

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