



Job Class: Information MnSCU Academic Professional 5 – Job Posting SO149P

Working Title: Program Coordinator

Who May Apply: This posting is open all qualified job seekers.

Date Posted: 04/22/2024

Closing Date: 05/06/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Academic and Student Affairs

Appointment Type: Limited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$33.90 - \$50.27/hourly; \$70,783 - \$104,963/annually

Classified Status: Unclassified

Bargaining Unit/Union: 214 – MN Assoc Of Professional Empl/MAPE

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework available and negotiated at the time of hire.

Under limited supervision, this grant-funded position works with Minnesota State colleges and universities to coordinate with the Minnesota Department of Employment and Economic Development (DEED) in expanding educational opportunities to incarcerated individuals in federal prison facilities and those in transitional facilities. Working with the Director of Student Access and Academic Partnership, internal and external partners and other system office staff, will work to create opportunities for state and federal expansion of educational opportunities, including dual enrollment opportunities, and support the delivery of academic programs (currently Business and Entrepreneurship Certificates) within federal facilities, including capturing learning to inform future teaching and program delivery to incarcerated populations. This position will be responsible for identifying key policy and procedure considerations to support the participation and expansion of Minnesota State college and university partners, as well as identifying the organizational and systems change needed to support larger numbers of students – this work may include research, strategy development and other work to support

education for those within the criminal justice system. The position will support the PROWD project by assisting campuses in working through system policies, procedures, and operating instructions to successfully expand opportunities for students to achieve their educational goals.

Minimum Qualifications

- Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.
- Bachelor's degree or two (2) years employment experience in a college or university or related education focused position.
- One (1) year experience working with programs that support educational access, attainment, or equity.
- Knowledge of higher education, accreditation practices and state policy, procedures, and federal regulations
- Knowledge of federal prison policies and procedures or experience working in a corrections environment.
- Demonstrated knowledge of and commitment to the principles of diversity, equity, and inclusion

Preferred Qualifications

- Demonstrated experience building or maintaining pathways/ partnerships with organizations
- Foundational knowledge of Minnesota State practices and systems, including enrollment and admissions policies and procedures, partnership agreements, registration, financial aid, student tracking and data sharing
- Knowledge of workflow involved in supporting academic partnerships across multiple organizations and career and technical education
- Proven experience in grant development and project management with the ability to manage task with excellent time management.
- Experience of working with underserved and underrepresented populations in an educational setting
- Proven experience in data collection, analysis, and interpretation while being highly organized with attention to details.

Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <https://www.minnstate.edu/system/working/relations.html>

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit our web page: [Working at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

Applicants: Go to the State of MN's career site <https://mnsystem.peopleadmin.com/>

Contact

Shane Moore

Email: shane.moore@minnstate.edu

Phone: 651-273-3967

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.