

## Job Posting

**Job Title** Marketing Communications Project Manager - Information Officer 2

**Job ID** 12021

**Location** St. Paul

**Full/Part Time** Full-Time

**Regular/Temporary** Unlimited

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### Job Details

## Job Class: Information Officer 2

### Working Title: Marketing Communications Project Manager

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 03/09/2017

**Closing Date:** 04/10/2017

**Hiring Agency/Seniority Unit:** Minnesota State Colleges & Universities System office

**Division/Unit:** Marketing and Communications

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Yes - minimal

**Salary Range:** \$19.97 - \$29.00/hourly; \$41,697 - \$60,552 /annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214/MAPE

**Re-Posting:** No

**Connect 700 Program Eligible:** Yes

### Job Summary

This position will coordinate development, layout, production and distribution of Minnesota State information for marketing and government relations needs. The position will work with a wide variety of stakeholders to ensure our new branding efforts are succeeding through statewide advertising campaigns and cooperative marketing with all of our colleges and universities.

### Qualifications

#### Minimum Qualifications:

- Bachelor's degree in communication, journalism, public relations or related field and a minimum of three years of professional communication and/or marketing experience or equivalent combination of education and experience
- Written communication skills sufficient to write, prepare, edit, and proof materials for a wide range of writing assignments including presentations, press releases, talking points, articles, op-ed pieces, etc.
- Computer software skills including knowledge of word processing and presentation design
- Organizational and project management skills sufficient to manage multiple projects simultaneously, delivering results and meeting deadlines
- Demonstrated experience maintaining a work environment that respects and values differences

and diversity

## Preferred Qualifications:

- Five years of professional communication and or marketing experience
- Digital media skills such as social media, graphic design and video editing

## Additional Requirements:

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

### Application Details

## Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

## Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Jessica at [Jessica.White@MinnState.edu](mailto:Jessica.White@MinnState.edu) or 651.201.1845.

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## 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 [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance is needed.



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