



Job Class: MnSCU Administrator 10 – Job Posting SO146P

Working Title: Associate Vice Chancellor for Student Affairs and Enrollment Management

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

Date Posted: 03/04/2024

Closing Date: 03/18/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office / Academic & Student Affairs

Division/Unit: Academic & Student Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Occasional

Salary Range: \$113,500 - \$181,500/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220 – Minnesota State Administrators Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) No

Job Summary

Telework is available and negotiated at the time of hire.

The associate vice chancellor for student affairs and enrollment management is a member of the academic and student affairs (ASA) leadership team, leading initiatives that support student success, strategic enrollment management, addressing students' basic needs, and related strategic priorities. The associate vice chancellor for student affairs and enrollment management guides the development and implementation of the Board of Trustees' policies and system procedures in academic and student affairs; monitors and supports college and university compliance with state and federal laws and statutes, including Title IV participation and data practices regulations; ensures the availability of necessary training; and develops system responses to student-related legislation and represents the system at legislative hearings. The associate vice chancellor also represents Minnesota State on matters within the scope of the role's responsibility to a wide variety of constituent groups, including system colleges and universities, other public and private colleges and universities, governmental entities, and community organizations. Working in partnerships with the academic affairs unit

and the office of equity and inclusion, the associate vice chancellor provides system-level leadership, direction, and advocacy for student success initiatives. The associate vice chancellor also acts as chief liaison with statewide student associations and responds to student concerns and complaints received in the system office.

Minimum Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Master's degree
- At least 5 years of progressive higher education leadership experience, including at least 3 years in an administrator role
- Experience developing and managing budgets
- Demonstrated commitment to and success in advancing equity for all people and improving student success
- Ability to effectively lead and influence change, without direct authority
- Experience in academic consultation and shared governance processes
- Excellent group facilitation, consensus building, and public presentation skills
- Excellent and demonstrated communication skills that include written, oral and, presentation skills
- Proven experience in a supervisory role
- Ability to manage multiple, complex projects simultaneously with challenging time constraints
- Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications

- Doctoral degree
- Campus-based experience as a senior student affairs officer, senior enrollment management officer, or similar leadership role
- Experience in a large, complex system of higher education or a large university
- Experience working in a collective bargaining environment

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

Go to the State of Minnesota State system office career site at <https://mnsystem.peopleadmin.com/postings/search>

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.