



## Technology Consultant (Telecommute, Short-Term Project)

### Project Description

Career & Technical Education, a unit in Academic and Student Affairs at the Minnesota State System Office, is creating a new section on a website to curate resources dedicated to promoting short-term training opportunities for individuals who are underemployed and unemployed due to the COVID-19 pandemic shutdown. This new website section will help individuals find credit and noncredit options through Minnesota State colleges and universities that will result in potential job prospects with increased earnings.

We are seeking a Technology Consultant skilled in user experience design and user research methodology, web content strategy, and project management. While software development is not part of this work—we have software developers and engineers in our IT department—we need someone who understands software development and is able to articulate software requirements to our IT web team if needed. This person will also manage the logistics in consultation with the Project Lead. We know exactly what we want to build, we have an idea of what we want to achieve, but we are unclear about how to get there within our existing web environment.

### The Technology Consultant will:

- Work with Project Lead to develop a project plan, audience profiles, project scope and timelines.
- With input from Project Team, develop heuristic evaluation of existing web resources, and develop a roadmap and recommendations for multi-phased web design and development.
- Conduct status meetings and provide progress reports to leadership.
- Lead content curation and identify content strategy, develop content structure for this web resource, create wireframes and prototypes, and act as liaison between IT/Technical Specialists, data and resource providers, and Project Team throughout web development process.

### Specifics

- Contract length is mid-January to end of June 30, 2021. Web project to launch in March 2021 with planning for Phase II in the spring.
- Compensation: Not to exceed \$25,000, billed upon completion of each deliverable.
- Work is done virtually, under the supervision of Denise Felder, Project Lead, Minnesota State

### To Apply

- Send resume, cover letter and estimate of deliverables/costs to Denise Felder, CTE Director of Professional Development, [Denise.Felder@minnstate.edu](mailto:Denise.Felder@minnstate.edu).
- Must register as a [vendor to the State of Minnesota](#) to start contract.
- Application deadline: Monday, January 25, 2021.