Who May Apply: Open to all qualified job seekers  
Date Posted: 11/25/2019  
Closing Date: 12/11/2019  
Hiring Agency/Seniority Unit: Minnesota State - System Office  
Division/Unit: ITS  
Appointment Type: Unlimited, Full-time  
Work Shift/Work Hours: Day Shift  
Days of Work: M-F  
Travel Required: Yes, occasionally for training, meetings and conferences  
Salary Range: $21.30 - $30.93/hourly; $44,474 - $64,581/annually  
Classified Status: Classified  
Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE  
FLSA Status: Non-exempt  
Connect 700 Program Eligible: Yes  

Job Summary:  

The position exists to support the Chief Procurement Officer and the Procurement Unit in its work to oversee and coordinate system-wide procurement and contracting activities. The work includes a variety of duties such as development and management of internal and external communication and web resources, Procurement Unit budget oversight and reporting, and assisting in supporting the operation of the Marketplace teams. The incumbent will write and/or edit internal and external correspondence, website content and presentations.

About Minnesota State  

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.
The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

**Minimum Qualifications:**

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

- A Bachelor's degree and 1-year work experience, or equivalent education and experience, in web development or communications technologies
- Two (2) years of experience with general accounting systems and practices, including budget management
- One (1) year of experience using online collaborative project management tools (such as SharePoint or Teams)
- Experience writing for public or commercial publications or websites
- Experience giving instruction or training to a variety of stakeholders
- Demonstrated experience managing and organizing multiple projects from beginning to completion
- Ability to work under tight deadlines, and develop and maintain effective working relationships
- Ability to work independently, and on teams (including leading teams as assigned) to help meet system and work unit goals
- Effective communication and customer service skill sufficient to be able to work with subject matter experts, administrators, highly technical individuals, and vendors and other members of the public. Must be able to communicate complex issues among people with widely varied backgrounds and knowledge bases.

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

**Preferred Qualifications:**

- Bachelor's degree in finance, accounting, or computer science related field
- Four years of experience with general accounting systems and practices, and budget management
- Four years of experience with public sector policies, procedures and practices
- Experience with database development, statistical analysis, preparing reports, and making presentations sufficient to present complex information and concepts to technical and non-technical people
- Experience working with Minnesota State or with the State of Minnesota
• Working familiarity with accessible technology requirements and standards (such as State of Minnesota Web Content Accessibility Guidelines - WCAG)
• Software literacy, including ability to design and develop online tools and training resources for internal and external users
• Knowledge of web content management tools and web development software
• Familiarity with project management principles

**Additional Requirements:**

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 [http://mn.gov/employee-relations/labor-relations/Labor](http://mn.gov/employee-relations/labor-relations/Labor).

**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: [Work at Minnesota State!](http://www.mn.gov/careers).

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: [Work at Minnesota State!](http://www.mn.gov/careers).

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 ($35.04 per month single and $239.02 per month family) and dental insurance with low deductibles ($150 - $1500), 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**

Internal Applicants: Go to Self-Service/Careers.

**Contact**

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

**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. Please indicate what assistance is needed.