Job Class: Information Officer 3– Job Posting 37099
Working Title: Executive Communications

Who May Apply: Open to all qualified job seekers
Date Posted: 11/18/2019
Closing Date: 12/9/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: Marketing and Communications
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: $22.92 - $33.62/hourly; $47,856 - $70,198/annually
Classified Status: Classified
Bargaining Unit/Union: 217 – Commissioner’s Plan
FLSA Status: Non-exempt
Connect 700 Program Eligible: Yes

Job Summary:

This position is responsible for researching and securing speaking opportunities, as well as researching current events, higher education best practices, and thought leadership in order to bring context to strategic counsel and execution regarding messages, positioning, delivery channels, and content as part of an executive communications program. This position will write and manage executive and strategic communications primarily for the chancellor, but also for vice chancellors, the board chair, and some trustees, as well as a wide variety of additional strategic writing. This position reports to the Chief Marketing and Communications Officer but works collaboratively with the Chancellor, Chief of Staff, Vice Chancellors, Marketing and Communications staff, and Board staff to deliver a strategic, consistent message that positions Minnesota State and its 37 colleges and universities with its key stakeholders.
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.

- Bachelor's degree in Journalism, Speech-Communications, Public Relations, English, History, Political Science, Public Policy or a liberal Arts and Science discipline.
- Four (4) years of experience in executive speech writing, journalism, public relations, with extensive professional writing for a variety of platforms, including oral presentations, social media, articles, correspondence, blogs, and websites.
- Knowledge, Skills, and Abilities:
  - Ability to communicate persuasively, compellingly and concisely.
  - Ability to write for executive’s individual tone, cadence, and style.
  - Ability to write clear, concise and compelling content for speeches and publications for a diverse range of audiences, as well as shape and improve others' writing to meet a high standard of excellence.
  - Outstanding ability to grasp the big picture as well as a meticulous eye for detail, including strong proofreading and editing skills.
  - Knowledge of rules of grammar and stylistic conventions, publication conventions and graphic standards and systems.
  - Strong research skills and ability to pull coherent content together from varied sources.
  - Excellent written and verbal communications skills, sound news judgement and ability to assimilate and analyze information from a variety of sources.
  - Ability to work under pressure, meet deadlines, and respond to quick turnaround times.
  - Political acumen with both internal and external stakeholders.
Strong project management skills, including demonstrated ability to identify problems and formulate solutions.

- Personal computer literacy in a networked environment.
- Ability to work independently and as a team player.

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

Preferred Qualifications:

- Experience in a college or university setting, philanthropy, public policy, non-profit organization, government, or public service.
- Experience in the changing higher education environment.

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://mn.gov/employee-relations/labor-relations/Labor).

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 roll-over 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

External Applicants: Go to the State of MN’s career site at http://www.mn.gov/careers.

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.