Job Class: MnSCU Academic Professional 4 – Job SO020P
Working Title: Coordinator of Strategic Initiatives

Who May Apply: Open to all qualified job seekers
Date Posted: 11/25/2019
Closing Date: 12/16/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: Academic and Student Affairs/Academic Affairs
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, Occasionally
Salary Range: $25.94 - $38.29/hourly; $54,163 - $79,950/annually
Classified Status: Unclassified
Option Code: Academic Services
Bargaining Unit/Union: 214/MAPE
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

To lead, coordinate and manage multiple planning projects and processes around regional and academic planning that help Minnesota State effectively and efficiently meet the needs of its stakeholders. To develop and conduct research that results in consistent, high quality academic programs and enrollment management strategies information, products and services; to provide analysis and technical assistance regarding student demand and markets data in support of academic program planning, strategic enrollment management, workforce solutions and on-line strategies; participate with office management in selecting projects and designing and conducting the research.

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.

- Master’s degree
- Three (3) years of experience in higher education or labor market with demonstrated familiarity in areas such as strategic planning, data analysis, curriculum and program development.
- Strong understanding of academic policies, procedures, and culture
- Command of standard statistical techniques as applied in analysis of higher education programs, campuses, markets, and strategies research.
- Proficient in the use of statistical, database, spreadsheet, communications, graphical, and word processing software packages as well as use of the Internet for communications and research.
- Excellent oral and communication skills and strong presentation skills
- Ability to work independently and cooperatively with others.
- Ability to set priorities and multi-task
- Ability to learn and innovate as needs of higher education evolve. Highly motivated, flexible, adaptable, and service-oriented, with strong collaborative skills for team work and consensus building among staff and faculty
- Strong organizational skills
- Exhibit a commitment to diversity and inclusion

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

**Preferred Qualifications:**

- Doctorate Degree
- Three plus (3+) years of experience in higher education
- Experience in analysis of higher education programs, student demand and markets data to create strategies for enrollment management.
Excellent oral and communication skills and strong presentation skills
- Ability to work independently and cooperatively with others.
- Exhibit a commitment to diversity and inclusion
- Proficient in the use of statistical, database, spreadsheet, communications, graphical, and word processing software packages as well as use of the Internet for communications and research.

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 https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp

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!

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

Please go PeopleAdmin at:
http://mnsystem.peopleadmin.com/postings/1483

- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.
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.