**Job Class:** MnSCU Academic Professional 4 – SO016P  
**Working Title:** Program Manager – Adult Learning

**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/Workforce  
**Appointment Type:** Limited, Full-time  
**Work Shift/Work Hours:** Day Shift  
**Appointment Start Date:** ASAP  
**Appointment End Date:** Up to 18 months after start date  
**Days of Work:** M-F  
**Travel Required:** Yes, up to 10%  
**Salary Range:** $25.94 - $38.28/hourly; $54,163 - $79,950/annually  
**Classified Status:** Unclassified  
**Bargaining Unit/Union:** 214/MAPE  
**Location:** St. Paul  
**Connect 700 Program Eligible:** Yes

**Job Summary:**

This is a limited position that will last up to 18 months.

Minnesota State has been awarded a grant from the Lumina Foundation for Education for a program called “All Learning Counts.” All Learning Counts Minnesota is an initiative to better serve the many needs of adult students in a coordinated and increasingly equitable manner. All Learning Counts Minnesota partners share goals aimed at helping adults, particularly those impacted by disparities, advance along career pathways by building skills and obtaining credentials and family-sustaining employment that aligns with regional labor market needs and priorities. This initiative is focused on significantly changing education for Minnesotans through a systemic and coordinated approach to learner-centered service, with a specific focus on the following strategies:

- Expanding credit for prior learning and adult work-based training pathways to credit
- Revise placement testing for adult learners engaged in workforce training
- Develop a referral process with Adult Basic Education providers to better support
learner needs and resources

- Improving pathway communication and advising
- Establishing a process for recording earned credits (via transfer agreements or CPL) upon completion of the learning, rather than upon college admission.

Grant funds from an All Learning Counts partner will support an 18-month position specifically focused on researching and identifying alternative means of assessing college readiness, which includes providing recommendations for a career pathways model that addresses the transition from workforce or WIOA-funded training to college programs.

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 education or social sciences
- Three years employment in a college or university
- Two years of experience related to assessment, college placement or learner readiness initiatives
- One year of experience related to leadership and/ or participation on team-based policy or practice initiatives or project management experience
- Knowledge of higher education, accreditation practices and state policy, procedures, and federal regulations sufficient to ensure compliance.
- Have an understanding of marketing and public relations methods sufficient to motivate cooperation among college, business and community partners.
- Have an understanding of research and evaluation methods sufficient to measure and determine effectiveness of assessment, college placement or learner readiness initiatives
• Demonstrated knowledge and experience sufficient to develop student-centered programs that resolve issues and integrate appropriate and supportive initiatives.
• Demonstrated skills in analyzing situations and data and integrating results into meaningful program initiatives.
• Excellent communication skills sufficient to prepare messages and materials for diverse audiences and clearly explain, discuss and present complex ideas, regulations, policies and procedures.

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

Preferred Qualifications:

• Master’s degree in educational assessment
• Demonstrated knowledge of college career and technical education programs

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.

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: http://mnsystem.peopleadmin.com/postings/1477 to apply

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.