Job Class: MnSCU Academic Professional 5 – Job SO017P
Working Title: Director of Program Support and Quality Assurance

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: $29.84 - $44.25/hourly; $62,306 - $92,394/annually
Classified Status: Unclassified
Option Code: Academic Program Review
Bargaining Unit/Union: 214/MAPE
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:
This position oversees the academic program review and assessment. As a member of the Academic Programs and Quality Assurance unit, the incumbent for this position provides leadership and management for the development and implementation of Minnesota State program review and quality assurance process and procedures, represents system academic program interests to a wide variety of constituent groups, and foster academic program and quality assurance among Minnesota State colleges and universities.

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 with demonstrated familiarity of accreditation, assessment, academic program review, evaluation and development, and international programs.
- Strong understanding of academic policies, procedures, and culture.
- Two (2) years of experience in program review, assessment and development.
- Two (2) years of experience in quality improvement and/or experience in implementing and managing quality improvement processes.
- Strong understanding of academic policies, procedures, and culture
- Knowledge of program and institution accreditation.
- Ability to act as both guide and evaluator
- Ability to handle a sizeable caseload of programs, to manage the detail of multiple simultaneous activities,
- Highly motivated, flexible, adaptable, and service-oriented, with strong collaborative skills for team work and consensus building among staff and faculty
- 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.
- Strong organizational skills
- Exhibit a commitment to affirmative action and equal opportunity

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

**Preferred Qualifications:**

- Three plus (3+) years of experience in quality improvement
• Three plus (3+) years of experience in implementing and managing quality improvement processes.
• Teaching experience at four-year institutions of higher education
• Experience in post-secondary education administration that includes responsibilities for academic program review and assessment.
• Experience in international education, study abroad or international student advising
• Experience with the implementation and facilitation of academic program review and assessment in higher education.
• Experience with the implementation and facilitation of best practices in the higher education academic assessment community.

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 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**

- Please go PeopleAdmin at: [http://mnsystem.peopleadmin.com/postings/1476](http://mnsystem.peopleadmin.com/postings/1476)
- 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.