Job Class: MnSCU Academic Professional 6 – Job F009P
Working Title: Interim Academic Program Director

Who May Apply: Open to all qualified job seekers
Date Posted: 07/08/2019
Closing Date: 07/22/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: Academic and Student Affairs
Appointment Type: Limited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, up to 10%
Salary Range: $32.41 - $48.17/hourly; $67,672 - $105,579.00/annually
Classified Status: Unclassified
Option Code: Education Policy Research
Bargaining Unit/Union: 214/MAPE
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

This position may last up to June 30, 2020.

As a member of the Academic Programs and Collaboration unit, the incumbent for this position provides leadership and management for the development and implementation of Minnesota State policy and procedures, represents system academic program interests to a wide variety of constituent groups, and foster academic planning and collaboration among Minnesota State colleges and universities.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent health and dental insurance, retirement package, and flexible working hours.
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.
- 5 years of related experience in postsecondary teaching or administration involving academic programs.
- Experience in the evaluation of program design, structure and improvement.
- Demonstrated leadership in addressing academic program issues, practices, and concerns.
- Leadership skills necessary to coordinate and give direction to programs, projects, teams and committees.
- Ability to analyze and use data for planning.
- Human relations and interpersonal skills necessary to work and deal effectively with people individually and in small or large groups.
- Decision-making, time management and advanced planning skills.
- Ability to communicate, orally and in writing, to lay persons and professionals.

Preferred Qualifications:

- Doctoral degree in an academic discipline.
- Knowledge of Minnesota public higher education academic policies, issues, and programs.
- Experience with database administration and related technologies.
- Skills to identify issues involving conflict and approaches to resolution.
- Knowledge of labor market information, including industry and occupational classification systems.
- Knowledge of program and institution accreditation.
- Knowledge of Minnesota statutes related to higher education.
- Ability to conceptualize and design new processes.

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 and dental insurance with low deductibles, 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/1457 and look for the MnSCU Academic Professional 6/Interim Academic Program Director

  ➢ 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.