Job Class: MnSCU Administrator 5– Job SO052P

Working Title: Associate Director of Career Technical Education (CTE)

Who May Apply: Open to all qualified job seekers
Date Posted: 6/14/2021
Closing Date: 7/12/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator’s Plan
Division/Unit: Academic and Student Affairs
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes - occasionally
Salary Range: $75,216 - $120,349 annually
Classified Status: Unclassified
Bargaining Unit/Union: 220 Administrator’s Plan
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

The Associate Director of Career and Technical Education (CTE) provides administration and leadership in planning, accountability, evaluation, and project management to support the System Director Perkins/State Director CTE, the System Office and institutions; specifically, as it relates to the Carl D. Perkins Career and Technical Education Act (Perkins V) and successor Acts. The Associate Director of CTE implements and evaluates systems for planning, reporting, and monitoring local consortium Perkins activities and budgets and provides technical assistance to local consortia of colleges and school districts. The Associate Director fosters program quality and collaboration; continuous improvement and innovation in CTE programs; and an appreciation for ethnic, cultural, and social diversity. The Associate Director of CTE provides management and supervision to the CTE unit as delegated by the System Director of the Perkins Federal Grant/State Director Career Technical Education with a high level of discretion, latitude, and degree of flexibility in performing the duties, tasks, and responsibilities for meeting all aspects of the implementation of the Minnesota’s Perkins grant.

Minnesota State is an affirmative action, equal opportunity employer and educator.
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
- Five years of experience in secondary or postsecondary career and technical education at the local, state, or federal level.
- Experience preparing, coordinating and/or evaluating proposals, plans, and/or reports.
- Excellent writing and editing skills.
- Demonstrated ability to conceptualize, manage and complete complex projects.
- Experience using qualitative and quantitative data and information to analyze situations and develop strategies to improve performance and quality.
- Experience in the administration or implementation of federal and/or state laws, regulations and/or policy at the state or local level.

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

Preferred Qualifications:

- Professional development or graduate level education in evaluation, research, planning or educational administration or related area.
- Experience in grant administration, including budget/fiscal management.
- Experience in the management and/or utilization of electronic systems.
• Experience in facilitating groups with multiple stakeholders with diverse needs addressing complex topics.
• Experience developing and sustaining collaborative relationships with representatives of multiple education and workforce institutions and agencies.

**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](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!](https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp)

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 ($36.64 per month single and $250.00 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: [https://mnsystem.peopleadmin.com/postings/1579](https://mnsystem.peopleadmin.com/postings/1579)

➢ 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 Jessica.white@minnstate.edu.