Job Class: MnSCU Administrator 6 (SO028P)
Working Title: Associate Director for Research

Who May Apply: Open to all qualified job seekers
Date Posted: 7/20/2020
Closing Date: 8/10/2020
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator's Personnel Plan
Division/Unit: Human Resources
Appointment Type: Unlimited - Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, up to 30%
Salary Range: $80,858- $129,377/annually
Classified Status: Unclassified
Bargaining Unit/Union: 220/Administrators Plan
FLSA Status: Exempt Executive
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

The Associate Director for Research provides Academic and Student Affairs leadership with business intelligence and data warehouse development, data governance and master data management, and additionally provides research, analysis and accountability leadership for the Perkins V federal grant supporting career and technical education and directs research and analysis projects. The position has the responsibility to act as system director for research in the absence of the system director and to assist in the management of the Research Unit.

The position’s primary clientele includes leadership and staff at the System Office, the Chancellor, the colleges and the universities, staff of other educational institutions, legislative staff and representatives of other state and federal agencies.

About Minnesota State
Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges 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.

**Education:**
- Master’s Degree

**Type and Length of Experience:**
- Five (5) years of experience in higher education at the state, system or institution level in research, data analysis and policy analysis with progressively increasing responsibilities.
- Knowledge of state higher education statutes, policies and financing.
- Knowledge of higher education data systems and structures.
- Knowledge of national trends, legislation, and professional organizations in higher education.
- Skills to lead cross-functional teams and to be an effective member of a team.
- Skills in research and analysis techniques appropriate to higher education.
- Skills in the use of and understanding of the appropriate application of software for research, analysis and reporting, including database, statistics, data mining, spreadsheet, business intelligence report construction, presentation, and word processing.
- Skills to supervise professional and support staff.
- Skills in written communication and preparation of materials and reports.
- Ability to conceptualize, plan, and implement research projects.
- Ability to creatively solve problems resulting from limited resources, institutional and personal conflicts, new laws or policies, or needed improvements in practices.
- Ability to build strong working relationships across organizations.

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

Education:
- Doctorate

Type and Length of Experience:
- Seven years of experience in higher education at the state, system or institution level in research, data analysis and policy analysis with progressively increasing responsibilities.
- Experience with Minnesota State’s student information system and data.
- Knowledge of educational policy issues and alternatives for addressing them.
- Knowledge of accountability measures and processes.
- Skills in observing, analyzing, synthesizing, and presenting ideas and information.
- Skills in group process including consensus building and conflict resolution.
- Skills in public speaking and presentation.
- Skills to automate and manage data analysis and reporting systems and work processes.
- Ability to communicate with diverse positions with objectivity and clarity.
- Ability to monitor national and state trends to identify emerging issues for the system.

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://www.minnstate.edu/system/working/relations.html](http://www.minnstate.edu/system/working/relations.html)

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!](http://www.minnstate.edu/system/working/relations.html)

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:

http://mnsystem.peopleadmin.com/postings/1514

- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.
- Most job postings require that you attach a cover letter and resume to your online job Application.

Contact

If you have questions about the position, contact Jessica White @ Jessica.white@minnstate.edu

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 Jessica White at 651-201-1845.