Job Class: MnSCU Administrator 7– Job SO054P

Working Title: System Director of P-20 and College Readiness

Who May Apply: Open to current Minnesota State employees only
Date Posted: 8/2/2021
Closing Date: 8/16/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator’s Plan
Division/Unit: Academic and Student Affairs/Academic Affairs
Appointment Type: Limited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, up to 30%
Salary Range: $86,922 - $139,080 annually
Classified Status: Unclassified
Bargaining Unit/Union: 220 Administrator’s Plan
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

This is a limited position that will last up to June 30, 2022. Telecommuting is open for discussion.

This position provides strategic leadership for system level responsibilities within the Division of Academic and Student Affairs. The position serves as one of the primary support and liaison for the associate vice chancellor for academic affairs and involves significant discretion and substantial involvement in the development, interpretation, and implementation of Minnesota State policy and student success initiatives. The System Director for P-20 and College Readiness works with diverse educational and community partners to initiate, research, synthesize, develop, communicate, implement, and evaluate systemwide student and academic affairs policies, procedures, guidelines, programs, and data to facilitate the achievement of system and institutional student success goals. This position provides substantial leadership for online and campus-based academic affairs functions related to student transitions from the K-12 system, Adult Basic Education, course placement testing, college access, developmental education, and other transition points for adult learners. This position serves as a system representative for the

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division of academic and student affairs with external agencies, campus administrators, faculty, staff and students as well as other external groups.

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 in education or related field.
- Five years of experience in leadership in higher education setting.
- Three years or equivalent of grant or project management experience.
- Knowledge of legislation related to Post-Secondary Enrollment Options program, Advanced Placement, International Baccalaureate, concurrent enrollment, testing processes and admissions processes.
- Knowledge of Minnesota State policy and procedure in relevant areas.
- Knowledge of higher education systems and structures.
- Knowledge of NACEP standards and guidelines.
- Knowledge of adult learning strategies and approaches.
- Demonstrated skills in facilitation.
- Excellent oral and written communication skills, including public speaking.

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

- Doctorate in education or related field
  - Proven experience working with adult basic education, credit for prior learning, or English language learners.
- Experience working with other Minnesota state agencies and workforce systems, such as Department of Employment and Economic Development, Department of Education, and Office of Higher Education.
- Knowledge of alternative funding sources, including private grant resources and federal resources

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 ($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/1583

➢ 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.