Job Class: MnSCU Administrator 8 (F013P)
Working Title: Special Assistant to the Sr. Vice Chancellor of ASA

Who May Apply: Open to all qualified job seekers
Date Posted: 9/30/2019
Closing Date: 10/28/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator's Personnel 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 – 5%
Salary Range: $88,939 - $142,306/annually
Classified Status: Unclassified
Bargaining Unit/Union: 220/Administrators Plan
FLSA Status: Exempt Executive
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

Under the general direction of the Senior Vice Chancellor for Academic and Student Affairs, this position is responsible for advising and providing strategic direction to the Senior Vice Chancellor, ensuring that the division is in alignment with the mission and goals of the Board of Trustees, chancellor, presidents and the cabinet. The Special Assistant to the Senior Vice Chancellor serves as an advisor on policy development and on strategies to accomplish the goals and objectives of the division of Academic and Student Affairs, and is responsible for monitoring and ensuring effective resolution of projects and matters under the leadership of the Associate Vice Chancellors, Senior System Directors, and other academic and student affairs leadership, and ensuring that the Senior Vice Chancellor is optimally briefed and prepared on current and emerging matters in Academic and Student Affairs. This position provides coordination, direction and implementation of division operational functions, including staffing, budget, audit, strategic/ work plan development, legislative affairs, labor relations, and supervision of ASA division leadership development events, projects and division leadership meetings.
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
- Demonstrated success in advancing equity and inclusion
- Five (5) years of progressive experience in either public or private higher education
- Experience in academic and/or student affairs
- Experience formulating and successfully implementing projects with collaborative leadership and team strategies
- Budget management experience
- Demonstrated leadership experience, including leading other management-level positions
- Strong project management experience to include developing or managing projects and initiatives
- Knowledge of current and emerging trends in higher education
- Excellent organizational skills and demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with competing deadlines:
  - Ability to set and manage timelines and priorities; utilize sound judgment and ensure the utmost discretion and confidentiality in all matters;
  - Strong problem-solving and conflict resolution skills, including the ability to manage complex assignments and/or those that require balancing interests that may be at variance with each other;
  - Strong administrative and analytical skills, including the ability to research, evaluate, analyze, and strong attention to detail
  - Demonstrated excellence in verbal and written communication

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:

- Experience working within a multi-institution system
- Experience working with two-year colleges and four-year universities
- Experience with information technology planning

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/1465](http://mnsystem.peopleadmin.com/postings/1465)
- 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 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.