Job Class: MnSCU Administrator 9 (SO019P)
Working Title: Senior Director, Strategic Initiatives – Equity 2030

Who May Apply: Open to all qualified job seekers
Date Posted: 11/25/2019
Closing Date: 12/20/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator's Personnel Plan
Division/Unit: Chancellor's Office
Appointment Type: Limited - Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes – up to 10%
Salary Range: $95,608 - $152,980/annually
Classified Status: Unclassified
Bargaining Unit/Union: 220/Administrators Plan
FLSA Status: Exempt Executive
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

This is a limited assignment that will last up to three (3) years.

The Senior Director of Strategic Initiatives delivers project management, strategic direction and planning, and implementation support for key organizational initiatives as assigned by the Chancellor. The primary focus of this role is to serve as the project lead for the planning and implementation of Equity 2030 working in close concert with the Equity 2030 workgroup and other leadership teams. They will serve as an advisor on policy development and on strategies to accomplish the goals and objectives of Equity 2030.

This position serves in the chancellor's cabinet and is responsible for developing system strategies and organizational planning efforts in collaboration with cabinet and presidents, as well as others in senior leadership positions, to provide operational and consultative assistance to the chancellor.
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 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.

- Bachelor's degree and 3 years of practical, relevant experience
- Demonstrated commitment to, and success in, advancing equity and inclusion
- 5 years of organizing and leading complex projects that have produced broad scale results
- Demonstrated knowledge of, and experience applying, project management principles
- Demonstrated ability to synthesize and analyze a large amount of data to solve complex problems that lead to decision-making and action
- Demonstrated experience working collaboratively with teams to produce results
- Demonstrated ability to use technology effectively to support project work
- Strong relationship builder and communicator
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues, problems, and opportunities
- Experience formulating and successfully implementing projects with collaborative leadership and team strategies
- Demonstrated leadership experience, including leading other management-level positions
- Strong project management experience to include developing or managing projects and initiatives
- 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:

• Master’s degree
• Experience leading complex projects that have produced results in a higher education setting
• Knowledge of current and emerging trends in higher education

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/)

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 ($35.04 per month single and $239.02 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: [http://mnsystem.peopleadmin.com/postings/1464](http://mnsystem.peopleadmin.com/postings/1464)

- 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.