Job Class: State Program Admin Coordinator (34583)
Working Title: Enterprise Project Management System (EPMS) Manager

Who May Apply: Open to all qualified job seekers
Date Posted: 8/5/2019
Closing Date: 8/19/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: Facilities
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally for training and conferences
Salary Range: $30.25 - $44.98/hourly; $63,162 - $93,918/annually
Classified Status: Classified
Bargaining Unit/Union: 214/MAPE
FLSA Status: Exempt - Administrative
Connect 700 Program Eligible: Yes

Job Summary:

This position is accountable for system-wide oversight of Enterprise Project Management System (EPMS), known as e-BUILDER, which is utilized for delivery and monitoring of building projects at the Colleges and Universities campuses within Minnesota State. The incumbent will work directly with staff our 54 College and University campuses, System Office facilities group, external vendors participating in building projects, and EPMS vendor.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

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 in information systems, construction management, architecture, engineering, business or other related field
- Valid driver's license
Knowledge of construction terminology and processes
Minimum of 3 years' experience with
- Managing project management software
- Creating training materials and implementing to large groups
- Leading development and implementation of large scale IT solutions
Effective customer service/human relations skills sufficient to interact with others in a professional, respectful and efficient manner.
Ability to analyze a variety of data, select relevant information and integrate data into meaningful responses and reports.
Strong communication skills (written and verbal). Position will be communicating with a large and diverse audience (administrative, technical and academic).
Proficient in standard computer software programs for word processing, presentations, spreadsheets and data bases sufficient to create, modify and protect them, as well as having content in the proper format and free of spelling or grammatical errors. This includes experience with accessibility checker software for Word, Power Point, and PDF.

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

Preferred Qualifications:
- Advanced expertise in project management and/or information systems
- Experience in public sector managing project management software
- Managing vendor hosting contracts and services.

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://mn.gov/employee-relations/labor-relations/Labor.

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 ($32.48 per month single and $221.62 per month family) 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**


Internal Applicants: Go to Self-Service/Careers.

**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 job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.