Job Class: State Prog Admin Coordinator – Job Posting #69994

Working Title: Project Manager, Executive Cabinet Initiatives

Who May Apply: This posting is open all qualified Minnesota State Employees.

Date Posted: 10/02/2023

Closing Date: 10/16/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office / MnSCU Central Office-MAPE

Division/Unit: Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: $33.13 - $52.25/hourly; $73,351 - $109,098/annually

Classified Status: Classified

Bargaining Unit/Union: 214 – MN Assoc of Professional Empl/MAPE

FLSA Status: Nonexempt

Connect 700 Program Eligible: Yes

Job Summary

Telework is available and negotiated at the time of hire.

This position will provide project management support to system office-wide projects assigned through the chancellor’s executive cabinet which includes the Chief of Staff, Senior Vice Chancellor for Academic & Student Affairs, Vice Chancellor for Finance and Facilities, Vice Chancellor of Information Technology, Vice Chancellor for Equity and Inclusion, and the Vice Chancellor for Human Resources, and often working directly with college and university campus leadership. This position will require core project management skills/methods, strong written and communication skills, collaboration with others on project work, and the ability to work through complex situations to complete the task at hand. Projects will include, but are not limited to, enterprise-wide shared services (ESS).
The ESS work plan includes providing support for the governance structure, operating models, key tools, and assets. The services established within ESS will help with providing services for the entire system to access and benefit from, to help with enhancing the student experience, enabling fiscal resiliency, improving strategic enrollment, and much more. This position will support everything from the solicitation of shared service ideas to the execution and standing up of services, through the close and monitoring of services.

You will coordinate a diverse set of projects that span across the various departments and functions at the institutions that make up Minnesota State. In this role you will frequently work to manage projects that interface with a diverse set of stakeholders from across the system.

**Key Responsibilities**

- Manages the ideation process including management of the portfolio of project ideas and concepts which include project objectives, scope strategy, project details, milestones, risk analysis and cost estimates.

- Develop and manage centralized, comprehensive project plans for assigned projects including estimation of work effort for associated project plans.

- Identify and monitor project milestones across institutions, departments and working teams.

- Lead day-to-day operations of assigned projects.

- Prepare for and lead cross functional meetings, including weekly, monthly and quarterly meetings, workgroup meetings and other meetings as assigned.

- Manages project team members throughout the project execution lifecycle.

- Identify & manage project risks and communicate appropriately with project stakeholders to avoid and mitigate potential issues.

- Track outcomes and progress for all assigned projects on common dashboards and escalate risks and issues in a timely manner to appropriate leadership.

- Provide written updates on all projects as assigned. Compile data and generate status reports to project team members and leadership.

- Facilitate change requests to ensure that all stakeholders are informed of the impacts on schedule and budget.

- Collaborate with project team members to coordinate development of user manuals, training materials, and other documents as needed to enable institutional readiness and a successful implementation and turnover of the process or system for shared service support.

- Develops strategies around improving performance and results.
• Provide input on project workstreams and design of key deliverables (e.g., shared service processes / models, application system improvements, policies and process improvements.

• Analyze data and reports to shape implementation plans and solutions for assigned projects.

• Draft presentations, briefings, and updates to key internal and external stakeholders.

• Identify and implement opportunities for process improvement within the ESS and in cross-department / cross-institutions, working toward strategic goals.

• Document procedures to monitor the progress of the project(s) and to take corrective action when necessary.

• Manages project team capacity and supports resource capacity planning.

• Manages forecasting and tracking of resources, project costs and budget.

• Monitor compliance of standard methodologies, process and tools.

• Conducts post-project evaluation and identify successful and unsuccessful project elements.

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 business, information technology, education or related field

• Five (5) years of experience in project management, change management, strategic sourcing, supply chain management, finance and/or business process design or business analysis.

• Demonstrated effectiveness organizing and leading complex projects that produce results

• Demonstrated ability to synthesize and draw key insights from a great deal of information to solve complex problems and lead to decision making and action

• Experience in collecting, analyzing and interpreting data utilizing data analysis software and computer programs

• Demonstrated experience working collaboratively with teams to produce results

• Demonstrated ability to use technology (e.g., business software such as SharePoint, PowerPoint, email) effectively to support project work
• Strong interpersonal skills with the capacity to work collaboratively and effectively with senior executives through front-line employees

• Demonstrated effective listening, written and oral communication skills to communicate clearly and without jargon in ways that will be understood by diverse stakeholders

• Demonstrated ability as a self-starter with a “can-do” attitude successfully navigating change, ambiguity, and setbacks

• Demonstrated commitment to integrity and ethical behaviors; an honest broker of diverse ideas and points of view

Preferred Qualifications

• Professional experience in project management in a higher education setting

• Excellent time management skills and ability to prioritize and manage multiple projects

• Experience working in a large complex organization (i.e. ability to operate independently and under pressure, to perform multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness)

• Experience building and maintaining strategic relationships

• Tremendous problem-solving skills and attention to details

• Highly proficient in the use of Microsoft Office Suite power point, excel and word productivity tools

• Skilled in using analytical tools to interpret, organize and generate useful data

• Experience successfully implementing Lean, Kaizen, or similar continuous improvement programs

Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

• SEMA4 Records Check (applies to current and past employees only)

• Criminal History Check

• Employment Reference Check

• Social Security and Address Verification
• Education Verification

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://www.minnstate.edu/system/working/relations.html](https://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 our web page: [Working 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 ($38.50 per month single and $262.66 per month family) and dental insurance with low deductibles ($400 - $800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover 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**

External Applicants: Go to the State of MN’s career site at [http://www.mn.gov/careers](http://www.mn.gov/careers)

Internal Applicants: Go to Self-Service/Careers.

**Contact**

Shane Moore
Email: shane.moore@minnstate.edu
Phone: 651-273-3967

**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 mailto:careers@state.mn.us. Please indicate what assistance is needed.

_Minnesota State is an affirmative action, equal opportunity employer, and educator._