Job Class: State Prog Admin Manager – Job Posting 72416
Working Title: Director, Workday Training

Who May Apply: This posting is open all qualified job seekers.
Date Posted: 12/22/2023
Closing Date: 1/16/2024
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: Minnesota State System Office
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: No
Salary Range: $36.52 - $52.79/hourly; $76,253 - $110,225/annually
Classified Status: Classified
Bargaining Unit/Union: 220 – Manager/Unrep
FLSA Status: Exempt
Connect 700 Program Eligible: Yes

Job Summary

Telework is available and negotiated at the time of hire.

The Workday Training Director exists to lead, direct, and manage Workday training efforts across the Minnesota State System. This includes setting the strategic direction of Workday training across the enterprise. The incumbent will lead a team of Workday trainers within the Organizational Change Management (OCM) team. The incumbent is responsible for planning, organizing, directing, and managing the Workday Training Team both during ongoing implementation and post-implementation sustainment. The incumbent will oversee all Workday user training across the Minnesota State system.

During the implementation of Workday at Minnesota State, the incumbent will partner with Team Workday to build training curriculum, schedule courses for Workday users, identify/train trainers, and deliver the training across Minnesota State...
Post-implementation, the incumbent will partner with the Minnesota State sustainment team, including the Workday Release Manager and the Workday Functional Supervisors, to determine ongoing training needs required by biannual Workday Releases. The incumbent will be responsible for leading the training team as they build the training curriculum for all implemented modules, schedule courses for Workday users, identify/train trainers, and deliver the training across Minnesota State. The incumbent will ensure the effectiveness of Workday training through annual program reviews.

As part of the OCM team, the incumbent will provide expertise and consultation to resolve complex training issues as part of systemwide or college/university change programs. Additionally, the incumbent will provide training and development expertise and consultation surrounding leading practices to be infused within all training offered by OCM.

The OCM Team is committed to cultivating and sustaining an environment that is diverse, equitable, and inclusive. We are better able to serve and represent our community across Minnesota by ensuring we value differences and individuality.

**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 Four (4) years of experience developing and delivering training content to adults, virtually and/or in-person, and developing accompanying training materials; an additional year of experience as described above may substitute for the bachelor’s degree.

- Experience working with a diverse clientele, and a commitment to equity and inclusion in the learning and work environment.

- Ability to effectively interact with individuals at all levels, from frontline staff to systemwide executives.

- Ability to organize ideas, conceptualize problems, and resolve complex issues.

- Demonstrated competency in the use of technology, especially Microsoft applications (Excel, Word, Outlook, and PowerPoint) and virtual meetings (Zoom, Teams).

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

- Familiarity with ADA Section 508 requirements.
- Experience overseeing the development and delivery of training content to adults, virtually and/or in-person, and developing accompanying training materials.
- Experience managing a team.
- Commitment to collaborative leadership and decision making.
- Understanding of training in the context of a multidisciplinary change initiative.
- Experience using a Learning Management System such as Enterprise Learning Management (ELM).

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

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 [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance is needed.

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*