



Job Class: Administrator 8 – Job Posting SO129P
Working Title: Assistant General Counsel

Who May Apply: This posting is open to all qualified applicants.

Date Posted: 03/16/2023

Closing Date: 04/06/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office (Administrator's)

Division/Unit: General Counsel

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: \$98,500 - \$157,000/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220 – Administrator's Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) No

Job Summary:

A hybrid working arrangement is possible and would be negotiated at the time of hire.

This position exists to provide legal advice and counsel, technical assistance and advice, and comprehensive training to Minnesota State Colleges and Universities, including the Board of Trustees, top system leadership, colleges and universities and the system office regarding application of state and federal law and system policy to their operations. The position requires development of expertise in legal and policy aspects of government business practices, including contracts and other business arrangements, information technology and technology security and other issues in higher education.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 14,800 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 (after three years of employment) 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.

- J.D.
- Must be licensed to practice law in the State of Minnesota or licensed to practice in another state and able to become licensed in Minnesota within six months of starting employment.
- Five years of experience practicing law and advising clients on business law and practices, including negotiating and drafting contracts and other business arrangements.
- Demonstrated commitment and contribution to fostering and advancing diversity, equity, and inclusion organizational priorities.
- High ethical standard with a strong commitment to legal ethics in knowledge and practice, and professional responsibility.

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

Preferred Qualifications:

- Experience in advising clients on contract and transactional matters in the public sector and/or higher education environment.
- Experience with public sector procurement.
- Experience in training business office and other non-attorney personnel in contract and transactional issues including legal and policy compliance and preventative law.
- Experience drafting and negotiating technology, software license and software-as-a-service contracts.
- An ability to independently manage and prioritize work.

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 <https://mn.gov/mmb/employee-relations/labor-relations/>

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 (\$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 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 at:
<https://mnsystem.peopleadmin.com/postings/1798>

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- 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 Shawna Tienter at Shawna.tienter@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 Shawna.tienter@minnstate.edu