



**MINNESOTA STATE**  
System Office Human Resources

**Job Class: Affirmative Action Officer 2 – Job Posting 61645**  
**Working Title: Associate Compliance Officer**

**Who May Apply:** Open to all qualified job seekers.

**Date Posted:** 12/20/22

**Closing Date:** 1/18/23

**Hiring Agency/Seniority Unit:** Minnesota State - System Office (MAPE)

**Division/Unit:** Minnesota State System Office / Office of Equity and Inclusion

**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:** \$25.25 - \$37.02/hourly; \$52,722 - \$77,297/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214 - MAPE

**FLSA Status:** Non-Exempt

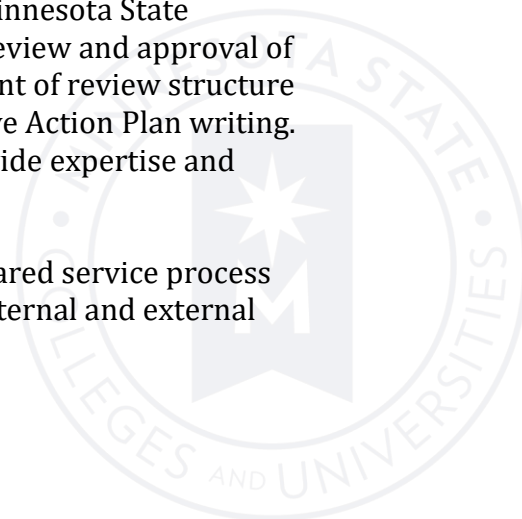
**Connect 700 Program Eligible:** No

**Job Summary:**

**Telework is available and would be negotiated at the time of hire. A telework agreement is required.**

The Associate Compliance Officer will serve as a key contributor to the Minnesota State system to assist in guiding compliance efforts for federal and state Affirmative Action laws, along with the policies and procedures relevant to the Minnesota State College and Universities system. The incumbent will work directly with the Office of Human Resources, Academic and Student Affairs, campus leaders including campus Affirmative Action Officers designees, and other administrators to support and advance the Minnesota State Affirmative Action Program. Responsibilities include compliance review and approval of campus Affirmative Action Plans, assist with continued development of review structure and provide training on Affirmative Action Program and Affirmative Action Plan writing. The incumbent will act with a high level of autonomy and will provide expertise and consultation to all Minnesota State colleges and universities.

This role will also serve as the lead coordinator of investigation shared service process across the Minnesota State system. This role will also work with internal and external



investigators to ensure proper tracking of investigations, build a community of practice among systemwide investigators, and training across the system.

This position reports to and is supervised by the Civil Rights, Title IX, Affirmative Action and Compliance Officer at the system office. The incumbent will be housed in the Office for Equity and Inclusion division at the system office.

### **About Minnesota State**

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges 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.**

- Bachelor's degree and two (2) years of practical, relevant experience in affirmative action compliance and investigations.
- Desire and ability to work in a culturally diverse environment and interact with persons from all levels of the organization including minoritized, historically marginalized, and/or culturally diverse groups
- Knowledge of current equal opportunity, affirmative action and discrimination regulations and trends
- Knowledge and experience with best practices for conducting confidential investigations
- Effective oral and written communication
- Demonstrate ability to troubleshoot and solve problems collaboratively
- Ability to interact and network with other organizations with related interests
- Demonstrate ability to organize and efficiently complete detailed projects requiring team approach/efforts, and prioritize in a high-volume work environment

- Ability to create and conduct content-specific, large-group trainings for Affirmative Action Officers, Human Resources Directors or other designated officers throughout the system as well as presidents and system office staff, as needed

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 higher education setting
- Demonstrated experience in writing and implementing affirmative action plans
- Demonstrated experience in designing and leading equity, diversity and affirmative action programs

## **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 (\$37.74 per month single and \$257.50 per month family) and dental insurance with low deductibles (\$250 - \$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

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

## Contact

If you have questions about the position, contact Shawna Tienter at [Shawna.tienter@minnstate.edu](mailto: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 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.