



MINNESOTA STATE
System Office Human Resources

Job Class: ITS4 (Job 64074)
Working Title: Project Manager (Educational Development & Technologies)

Who May Apply: Open to current State of Minnesota employees

Date Posted: 03/17/2023

Closing Date: 03/29/2023

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

Division/Unit: Minnesota State System Office / IT

Appointment Type: Limited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally

Salary Range: \$33.13-\$54.65 hourly; \$69,175-\$114,088/annually

Classified Status: Unclassified

Bargaining Unit/Union: 214 / MAPE

Work Area: St. Paul

FLSA Status: Non-exempt

[Connect 700 Program Eligible:](#) Yes

Job Summary:

Telework is available and negotiated at the time of hire. This is a limited position lasting up to three years from the date of hire.

Position's primary ongoing responsibility is for management of a diverse and impactful portfolio of enterprise Academic and Student Affairs technology projects (e.g., ERP student module companion projects and integrations, open educational resources, graduation planning, online learning). Position focuses on accomplishing project objectives by consulting, planning, facilitating, executing and evaluating project components to ensure successful project completion and service implementation while keeping project stakeholders and sponsors fully informed.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 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.

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 in technology, business, or related field and 3 years of IT experience or an equivalent combination of education and experience
- Three (3) to (5) years of increasingly responsible IT project management experience, including experience successfully managing large complex projects
- Ability to provide leadership and demonstrate ability to lead multiple project teams
- Demonstrated commitment to work with diverse clients, stakeholders and students, fostering a diverse working and learning environment.
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders
- Demonstrated IT technical skills
- Strong interpersonal, written and oral communication, facilitation, and presentation skills
- Experience at working both independently and in a collaborative team environment
- Experience working in higher education

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

Preferred Qualifications:

- Bachelor's degree in technology, business, or related field and formal project management certification such as PMBOK, PMP or PMI
- Anti-racist outcomes in project management, specifically removing barriers that impact minoritized communities or achieving culturally relevant results
- Demonstrated IT technical skills with ERP integrations and companion projects
- Self-motivated and demonstrates ability to be goal focused and results driven, including driving project related risks, issues and concerns to closure
- Experience working with open educational resources

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 the Minnesota State 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 (\$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

External Applicants: Go to the State of Minnesota'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 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.