



MINNESOTA STATE
System Office Human Resources

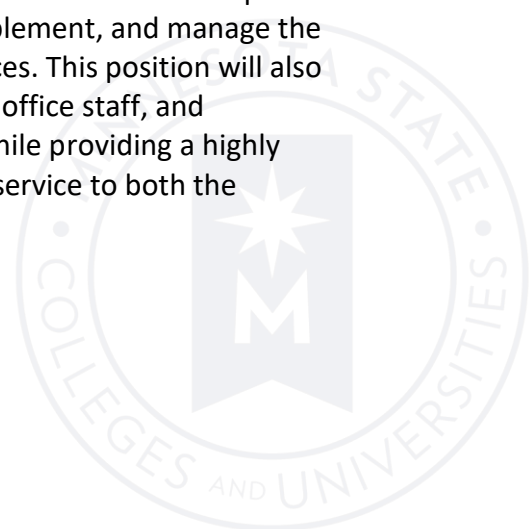
Job Class: Information Mgmt Srvs Div Dir – Job Posting 63715
Working Title: Director of Microsoft 365 Services

Who May Apply: This posting is open all qualified job seekers.
Date Posted: 03/04/2023
Closing Date: 03/24/2023
Hiring Agency/Seniority Unit: Minnesota State - System Office (Managerial)
Division/Unit: IT
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Occasionally for training and conferences
Salary Range: \$46.97- \$67.22/hourly; \$98,073 - \$140,355/annually
Classified Status: Classified
Bargaining Unit/Union: 220 – Managerial Plan
FLSA Status: Exempt
Connect 700 Program Eligible: No

Job Summary:

A hybrid work arrangement may be considered based on the needs of the organization and would be negotiated at the time of hire.

Reporting to the Associate Vice Chancellor of Infrastructure, this managerial position works within the Information Technology Services (ITS) division and is accountable for determining, securing, and allocating staff, financial, and other resources to lead in the design, development, testing, implementation, operation, campus coordination, communication, and maintenance of the enterprise Microsoft 365 shared tenant services. This position provides the leadership that ensures mission critical Microsoft 365 services meet academic and business needs for all Minnesota State students, faculty, and staff. This position is responsible for the leadership of developers and system administrators to proactively recommend, implement, and manage the enterprise Microsoft 365 shared tenant's ever-changing suite of services. This position will also work closely with vendor(s), campus staff, campus leadership, system office staff, and leadership to define policies, processes, implement enhancements, while providing a highly available 24 hour, 7 days per week, 365 days per year mission critical service to both the learning and business environments.



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 information systems or related area, or equivalent work experience, or combination of education and work experience.
- Five (5) years managing an information technology Microsoft administration team.
- Three (3) years of experience with all aspects management of the Microsoft 365 services including unified messaging and communications.
- Three (3) years knowledge and experience with active directory.
- Demonstrated excellent project management, written and verbal interpersonal communication with strong organizational skills.
- Self-motivated with high degree of initiative and excellent follow-up skills, along with strong analytical and problem-solving skills.
- Demonstrated ability to collaborate and work with persons from minoritized, historically marginalized, and/or culturally diverse groups.

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

Preferred Qualifications:

- Education: Master's degree in information systems or business administration.
- Experience in information technology in a large, multi-campus, distributed higher education system.
- Experience in enterprise-level system deployments, upgrades, conversions, and operations.
- Experience with operations and management of a unified communications service.

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 <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 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 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.