



# MINNESOTA STATE

System Office Human Resources

## Job Class: MnSCU Administrator 7– Job SO095P

### Working Title: System Director – Career Technical Education

**Who May Apply:** Open to all qualified applicants.

**Date Posted:** 8/10/22

**Closing Date:** 9/16/22

**Hiring Agency/Seniority Unit:** Minnesota State - System Office / Administrator's Plan

**Division/Unit:** ASA / Workforce Development

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** *Hybrid arrangement to be considered and negotiated at time of hire.*

**Travel Required:** Occasionally for training and conferences

**Salary Range:** \$91,000 - \$146,000 annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220 Administrator's Plan

**Location:** St. Paul

**Connect 700 Program Eligible:** No

### Job Summary:

The primary purposes of the System Director for Career and Technical Education are:

- Fulfill responsibilities as principal administrator within the Minnesota State system as sole state agency for the \$20 million federal grant under the “Strengthening Career and Technical Education for the 21st Century Act” (known as Perkins V) and successor legislation.
- Manage, under Perkins V and successor legislation, the funding, finance, programming and accountability for Perkins-eligible two-year colleges within Minnesota State and in partnership with the Minnesota Department of Education.

The incumbent may serve, depending upon qualifications, as State Director of Career and Technical Education for Minnesota State and, in this capacity, serve as the chief spokesperson for advocating career and technical education in Minnesota and nationally.

## **About Minnesota State**

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

- Master's Degree
- Three years of experience in the implementation of the Perkins federal grant at the secondary, postsecondary, or state level
- Demonstrated commitment to work with diverse clients, stakeholders and students, fostering a diverse working and learning environment.
- Five years of experience in career and technical education as a faculty member, staff or administrator
- Three years of staff supervisory or management experience
- Two years of experience in grant administration, including budget authority and accountability or evaluation knowledge
- Knowledge of issues related to transitions to postsecondary education, e.g., concurrent enrollment and postsecondary enrollment options, adult basic education, and career pathways
- Experience developing and maintaining collaborative relationships with multiple stakeholders with diverse needs
- Experience in the administration of state or federal laws and regulations

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

## Preferred Qualifications:

- Doctorate in an education field
- Formal training or experience conducting educational research and evaluation
- Exceptional writing and communication skills, including presentation experience
- Demonstrated facilitation skills with multiple audiences addressing complex topics

## 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://www.minnstate.edu/system/working/docs/contracts/2019-2021%20Administrators%20Plan.pdf>

## 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

Please go PeopleAdmin at:

<https://mnsystem.peopleadmin.com/postings/1696>

- 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](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 [Shawna.tienter@minnstate.edu](mailto:Shawna.tienter@minnstate.edu).