



MINNESOTA STATE
System Office Human Resources

Job Class: State Prog Admin, Coordinator – Job Posting 63923
Working Title: Project Manager, Executive Cabinet Initiatives

Who May Apply: Open to all qualified candidates.
Date Posted: 03/13/23
Closing Date: 04/13/23
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: Finance
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: \$33.30 - \$49.53/hourly; \$69,530 - \$103,418/annually
Classified Status: Classified
Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE
FLSA Status: Exempt
[Connect 700 Program Eligible:](#) Yes

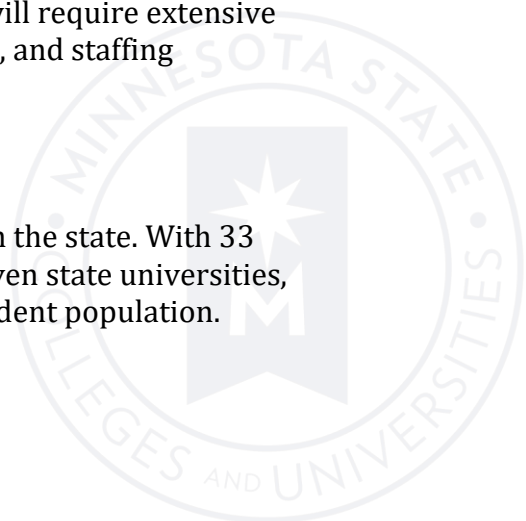
Job Summary:

A hybrid work arrangement would be considered with a considerable amount of telework and would be negotiated at the time of hire.

This position will provide project management support to system office-wide projects assigned through the chancellor's executive cabinet and often working directly with college and university campus leadership. Projects will include, but are not limited to, enterprise-wide shared services (ESS) and system office facility planning, heading the process of sourcing a new lease. The ESS work plan includes providing support for the governance structure, operating models, key tools and assets and support from project ideation and ingestion through project close. The system office space planning will require extensive analysis of use and space needs, commercial property comparisons, and staffing requirements over the next 5-10 years.

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.

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 in business, information technology, education or related field
- Five (5) years of experience in project management, change management, strategic sourcing, supply chain management, finance and/or business process design.
- Demonstrated effectiveness organizing and leading complex projects that produce results
- Demonstrated ability to synthesize and draw key insights from a great deal of information to solve complex problems and lead to decision making and action
- Experience in collecting, analyzing and interpreting data utilizing data analysis software and computer programs
- Demonstrated experience working collaboratively with teams to produce results
- Demonstrated ability to use technology (e.g., business software such as SharePoint, PowerPoint, email) effectively to support project work
- Strong interpersonal skills with the capacity to work collaboratively and effectively with senior executives through front-line employees
- Demonstrated effective listening, written and oral communication skills to communicate clearly and without jargon in ways that will be understood by diverse stakeholders
- Demonstrated ability as a self-starter with a "can-do" attitude successfully navigating change, ambiguity, and setbacks
- Demonstrated commitment to integrity and ethical behaviors; an honest broker of diverse ideas and points of view

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

Preferred Qualifications:

- Professional experience in project management in a higher education setting
- Excellent time management skills and ability to prioritize and manage multiple projects
- Experience working in a large complex organization (i.e. ability to operate independently and under pressure, to perform multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness)
- Experience building and maintaining strategic relationships
- Tremendous problem-solving skills and attention to details
- Highly proficient in the use of Microsoft Office Suite power point, excel and word productivity tools
- Skilled in using analytical tools to interpret, organize and generate useful data
- Experience successfully implementing Lean, Kaizen, or similar continuous improvement 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 (\$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.