



Job Class: MnSCU Administrator 14 – Job Posting JR 000000137
Working Title: Associate Vice Chancellor for Facilities

Who May Apply: Open to all qualified job seekers

Date Posted: 07/15/2024

Closing Date: 08/23/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Facilities

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$151,500 - \$242,500/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220: Minnesota State Administrator's Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) No

Job Summary

Telework availability and options will be negotiated at time of hire.

The Associate Vice Chancellor (AVC) for Facilities provides System-wide facilities and real property management, safety, environmental compliance and emergency management leadership, oversight, and expertise for Minnesota States twenty-six state colleges and seven state universities encompassing more than 28 million square feet of space at 54 campus locations on over 6,000 acres of state land.

Reporting to the Vice Chancellor for Finance and Facilities, the AVC for Facilities functions as a member of the Financial Management Group and contributes to the leadership, direction, and accomplishment of the overall goals of the Finance and Facilities Division, ensuring the Facilities Unit works effectively with other divisions, colleges and universities, state departments and external constituents to achieve the goals of the system. Positions reporting to the AVC for Facilities include the System Director for Capital Planning and Analysis, System Director for Design and Construction, System Manager for Public Safety and Compliance, Director of Real

Estate Services, and Director of Risk Management. In total, the AVC holds supervisory accountability over a team of 19 full-time positions.

Minimum Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

Education: A bachelor's degree in architecture, planning, engineering, business management, or related field.

Type and Length of Experience: 15 years of senior level management and supervisory experience.

Other:

- A professional background comprised of credentials and experiences demonstrating an ability to provide system-wide leadership for overall facilities and real property management, and facilities planning, design and construction for the colleges and universities of the Minnesota State college and university system,
- A demonstrated record of achievement in leading operational change through developing and streamlining processes and systems with a commitment to continuous improvement,
- Extensive leadership experience in the administration, management, and coordination of long-range facilities planning, real estate, capital budgeting, and execution of major capital projects,
- Superior communications skills (both oral and written) and the sophistication to effectively convey system goals and results to a wide range of audiences including the Board of Trustees, state and federal legislators and staff, campus leadership, system stakeholder groups, a wide variety of professional constituents, and the general public,
- Technical skills in the areas of real property management; facilities planning, operations, maintenance and management; facilities design and construction, including developing and maintaining design and construction standards and incorporating state design and construction requirements into system processes; sustainability, resilience, energy conservation, safety and environmental compliance, and emergency management.
- Knowledge of state and federal laws, rules, and procedures concerning environmental and occupational safety and health requirements,
- Substantial senior management and fiscal management experience in a complex funding and governance environment,
- Proven and significant team-management and team-building experience at a senior level, including the management of external contractors and consultants,

- Superb interpersonal skills and the ability to establish effective working relationships with college and university presidents and senior staff as well as business managers, facilities and safety directors and staff throughout the system office, and
- A demonstrated commitment to working with people, entities, and organizations of diverse backgrounds, cultures, and perspectives.

Preferred Qualifications

Education: A master's degree and professional certification or registration

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)
- 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 <https://www.minnstate.edu/system/working/relations.html>

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 our web page: [Working 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 rollover 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:

Applicants not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/MnSCU-Admin-14_JR0000000137-1

Internal Applicants: All current Minnesota State employees will need to log in to [Workday](#) to apply for this position. Employee should search for “**Browse Jobs – Employee**” in Workday via the search bar at the top to view the opening.

Contact

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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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.