



Job Class: Student Worker Paraprofessional Sr. – Job Posting #SO142P

Working Title: Equity & Inclusion Support Paraprofessional

Who May Apply: This posting is open all qualified Minnesota State Students.

Date Posted: 01/31/2024

Closing Date: Opened Until Filled. First applicant review will be 2/12/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office / MnSCU Central Office-AFSCME

Division/Unit: Equity and Inclusion

Appointment Type: Temporary, Part-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$18.26/hourly - \$22.26/hourly

Classified Status: Unclassified

Bargaining Unit/Union: 207 – AFSCME

FLSA Status: Non-Exempt

[Connect 700 Program Eligible:](#) No

Job Summary

Telework is available and negotiated at the time of hire.

The Minnesota State System Office of Equity and Inclusion (OEI) is seeking an advanced undergraduate or graduate student for the position of Equity & Inclusion Support Paraprofessional. The paraprofessional will focus on aiding the team in communication, marketing, and outreach support, but will also work on providing assistance to several strategic projects for OEI. The position will offer the student the opportunity to build skills, knowledge, and abilities, while working in an impactful, diverse, and inclusive professional environment.

Specific Duties Include:

- Provide communication, marketing, and outreach support OEI professional staff.
- Support accessibility work within OEI, such as ensuring training recordings and associated content (presentations, documents, etc.) are edited for accuracy and access.

Assist in the development and maintenance of an online training and resource repository.

- Assist professional staff with formatting and design of documents, training, presentations, and other outreach initiatives.

Minimum Qualifications

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

- At least Junior level undergraduate student or graduate student enrolled at a university within Minnesota State
- Excellent oral and written communication skills
- Experience with computer/technical proficiency (Outlook, Word, PowerPoint, and other Office 365 products)
- Demonstrated effectiveness in writing skillfully, speaking notably, and listening attentively
- Demonstrated competence in equity, diversity, inclusion, and social justice initiatives
- Previous experience with or ability to learn graphic design and/or content creation

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 <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: Go to the State of MN's career site at <http://www.mn.gov/careers>

Internal Applicants: Go to Self-Service/Careers.

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.