



Job Class: MnSCU Administrator 7 – Job Posting SO139P
Working Title: System Director for Total Rewards

Who May Apply: This posting is open to all qualified job seekers.

Date Posted: 07/03/2023

Closing Date: 10/31/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Human Resources Division

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday – Friday, 8:00am – 4:30pm (flexible)

Travel Required: Occasional travel for meetings, training, and conferences

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

Classified Status: Unclassified

Bargaining Unit/Union: 220, Minnesota State Administrators/State Managerial Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework is available and negotiated at the time of hire.

The System Director for Total Rewards provides systemwide leadership in the areas of classification and compensation, retirement plan management and administration, and data analytics and reporting for the entire Minnesota State system. This position is a primary fiduciary for Minnesota State's retirement plans: (1) a 401(a) defined contribution plan known as the Individual Retirement Account Plan (IRAP), a supplemental 401(a) DC plan known as the Supplemental Retirement Plan (SRP), and a 403(b) tax sheltered annuity plan (TSA). The three plans have combined total assets under management totaling more than \$3 billion and over 21,000 participants.

This position is a member of the HR leadership team and partners with the HR Division to execute HR strategy, policy, and procedures. The person in this role has significant discretion and substantial involvement developing, interpreting, and implementing system-wide policy. Leads the Total Rewards team in its processes, procedures, and advisement to the systemwide HR community, campus and system office senior leaders and other administrators, faculty and staff as well as a myriad of external stakeholders.

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
- Five years of successful and progressively responsible professional-level experience in human resource management or other comparable business area.
- Total rewards professional-level work experience
- Strong knowledge of defined contribution retirement plan design and administration
- Strong knowledge of compensation systems and architecture
- Evidence of excellent writing, speaking, and interpersonal communication skills
- Demonstrated commitment to diversity, equity and inclusion principles
- Supervisory experience

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

Preferred Qualifications

- Advanced degree (master's or JD)
- Eight plus years of senior human resources management experience, minimum of three years with emphasis in total rewards
- Experience in public sector or higher education human resource management
- Knowledge of state and federal employment regulations
- Understanding of classification systems and compensation theories within the context of higher education and/or public sector arenas
- Demonstrated leadership skills in team management, employee development and performance management
- Ability to establish and maintain effective working relationships with a variety of constituencies and outside vendors, facilitate meetings, and work in a team environment
- Knowledge of principles of continuous improvement and quality management
- Experience designing and delivering training from basic to complex concepts for areas of total rewards
- Advanced Microsoft Suite skills, with emphasis using advance features of Excel
- Ability to manage multiple, complex projects simultaneously with challenging time constraints

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 and Internal Applicants: Working at Minnesota State
<https://mnsystem.peopleadmin.com/postings/search>

Contact

Shane Moore

Email: shane.moore@minnstate.edu

Phone: 651-273-3967

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.