Job Class: MnSCU Academic Professional 5 – Job Posting SO140P

Working Title: Director of Academic Programs and Special Projects

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

Date Posted: 10/20/2023

Closing Date: 10/31/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office / MAPE

Division/Unit: Academic and Student Affairs / Academic Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Yes, Occasionally

Salary Range: $37.65-$55.95/hourly; $78,613 - $116,824/annually

Classified Status: Unclassified

Bargaining Unit/Union: 214 - MAPE

FLSA Status: Exempt

Connect 700 Program Eligible: No

Job Summary

Telework is available and negotiated at the time of hire.

Under the direction of the associate vice-chancellor for academic affairs, this position manages the disposition of proposed changes to the official academic program inventory, conceives and leads system initiatives, manages the academic program inventory in collaboration with the Academic Affairs team, leads the review of academic program policy/procedures/operating instructions, provides consultation to system colleges and universities faculty and staff, leads and participates in system committees and work groups, and represents the system to a wide variety of constituents.

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical and seven state universities, Minnesota State employs more than 14,400 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.

**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
- 5 years of related experience in postsecondary administration or teaching involving academic programs
- Strong understanding of Minnesota State academic policies, procedures, operating instructions, and change processes.
- Two years of experience in the evaluation of academic program design, curriculum structure, and continuous improvement processes.
- Two years of leadership and project management experience with demonstrated skills necessary to coordinate and provide guidance regarding academic programs and workforce needs.
- Ability to analyze data in planning for academic programs and regional planning related to workforce, career, and technical education.
- Highly motivated, flexible, adaptable, and service-oriented, with collaborative skills to support teamwork and consensus building.
- Ability to interact with multiple and diverse groups of people and a commitment for fostering a diverse working and learning environment.

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

**Preferred Qualifications**

- Experience with database administration and related technologies.
- Understanding of labor market information, including industry and occupational classification systems.
- Knowledge of Minnesota statutes related to higher education.
- Ability to conceptualize and design new processes.
- Ability to analyze and use data for planning.

**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

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._