Who May Apply: This posting is open all qualified applicants.
Date Posted: 02/12/2024
Closing Date: 02/26/2024
Hiring Agency/Seniority Unit: Minnesota State - System Office / MnSCU Central Office
Division/Unit: Academic & Student Affairs / Workforce Development
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: Occasionally for training and conferences
Salary Range: $105,500 - $168,500/annually
Classified Status: Unclassified
Bargaining Unit/Union: 220 – Minnesota State Administrators
FLSA Status: Exempt – Executive
Connect 700 Program Eligible: Yes

Job Summary

Telework is available and negotiated at the time of hire.

The Interim Associate Director will manage multiple operational activities as it relates to the planning and oversight of the Workforce and Economic Development department. The Interim Associate Director will assist the Executive Director in supporting operational and programmatic delivery of services to Minnesota State College and Universities to ensure goals and objectives are achieved.

Specific Duties Include:

- Develop and execute operational policies, procedures, and work to enhance organizational productivity of the department.
• Play a pivotal role in enhancing and maintaining positive relationships with key stakeholders including internal constituents, campus partners, community partners, and overall community.

• Collaborate closely with senior leadership to support strategic initiatives and decision-making processes.

• Work with Government Relations to help to manage legislative funding, analyze their impacts, and prepare comprehensive reports to assist with future opportunities and changes.

• Assist in developing and maintaining comprehensive policies and procedures to ensure alignment with system office goals.

**Minimum Qualifications**

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

- Bachelor Degree in business or related field required and/or 10 years of experience in workforce development, economic development, business management, or related field
- Knowledge of operation management.
- Excellent supervisory skills.
- Excellent written and verbal communication skills.
- Ability to effectively manage multiple projects at once.
- Ability to interpret financial goals and maintain a budget.
- Proficient in Microsoft Office.
- Ability to learn technology tools as needed to meet the needs of the department

**Preferred Qualifications**

- PMP Certification

**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](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!](http://www.mn.gov/careers)

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](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 careers@state.mn.us. Please indicate what assistance is needed.