



Job Class: SPA Coordinator – Job Posting JR0000003581

Working Title: Recruiting and Admissions Coordinator

Who May Apply: Open to all qualified job seekers

Date Posted: 11/10/2025

Closing Date: 11/21/2025

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: NextGen Student

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$37.26 – \$55.42/hourly; \$77,799 - \$115,717/annually

Classified Status: Classified

Bargaining Unit/Union: 214: Minnesota Association of Professional Employees

FLSA Status: Exempt

[Connect 700 Program Eligible](#): Yes

Job Summary

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

This position leads the functional project activities for the Student Workday implementation of the student recruiting and admissions functional area. This includes project responsibilities throughout the project stages including configuration, testing, training and roll-out support. The incumbent will serve as the subject matter expert for project functional area which includes the development and review of the project deliverables, the configuration and testing of business processes in Workday, product design, and policy decisions specific to the student records and curriculum management functional area. The incumbent is responsible for assisting stakeholders in identifying and suggesting process improvements, providing user support in complex problem analysis and resolution, and partnering with the reporting team to design and develop reports. The position serves as a bridge between campus users, system office, and team Workday. The incumbent will provide the organization, planning, and leadership needed to ensure Workday Student recruiting and admissions functionality is

implemented resulting in the best overall outcome for all colleges and universities in the Minnesota State system.

Minimum Qualifications

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

- Three (3) years of experience performing or directing a college or university's admissions department using Minnesota State enterprise and third-party systems, such as ISRS and CRMs.
- Extensive knowledge of Department of Education and State of MN regulations and statutes regarding recruiting and admissions and related processes, and procedures for Minnesota State Colleges and Universities.
- Experience gathering, analyzing, and documenting business requirements as well as the ability to organize ideas; conceptualize problems; collect, analyze, categorize, and interpret relevant and irrelevant data using a variety of techniques and methodologies for resolving complex issues and providing written documentation.
- Strong interpersonal, written, and oral communication, facilitation, and presentation skills, and the ability to communicate with a diverse set of clients, stakeholders and students, fostering a diverse working and learning environment.
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders
- Experience working independently and in a collaborative team environment
- Demonstrated competency in Microsoft applications, especially Excel, Word and PowerPoint.

Preferred Qualifications

- Technical writing experience
- Demonstrated ability to lead a project team to complete assigned tasks, monitor and evaluate progress.
- Demonstrated collaborative decision-making ability.
- Demonstrated anti-racist outcomes in project coordination, specifically removing barriers that impact minoritized communities or achieving culturally relevant results
- Self-motivated and demonstrates ability to be goal focused and results driven, including driving project related risks, issues and concerns to closure
- Ability to effectively interact, negotiate and influence staff at various levels of the organization.
- Proven organizational skills sufficient to ensure on-time project deliverables.

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/SPA-Coordinator---Recruiting-and-Admissions-Coordinator_JR0000003581-1.

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

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.