



Job Class: State Prog Admin Manager Sr. – Job Posting JR0000003834
Working Title: Director Bookstore Collaboration

Who May Apply: Open to all qualified job seekers

Date Posted: 12/17/2025

Closing Date: 1/15/2026

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Facilities

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$43.38 - \$62.41/hourly (\$90,577 - \$130,312/annually)

Classified Status: Classified

Bargaining Unit/Union: 220: Managerial Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

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

This position exists to provide leadership and general management to the Minnesota State Bookstore Collaboration, including supervising and managing of all shared service staff, budgeting, personnel management, policy development and implementation, strategic planning, and contract procurement and management at the participating institutions. This position also processes and procedures that impact two-year college's bookstore operations. It ensures that all functions of these areas perform uniformly and meet identified strategic plans, initiatives, and mission of all bookstore operations and the implementation of the new student ERP.

Minimum Qualifications

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

- At least six (6) years of progressively responsible experience in college store operations, retail management, or a related field, including experience in budgeting, inventory control, and staff supervision.
- Contract negotiation and management skills to ensure compliance and achievement of program initiatives.
- Experience managing retail store operations.
- Budget preparation and inventory control expertise to maintain fiscal soundness.
- Proficiency in accounting procedures for complex operations.
- Leadership and management experience is sufficient to direct human and fiscal resources effectively.
- Strong communication and analytical skills to draft policy, lead meetings, and resolve disputes.

Preferred Qualifications

- Bachelor's degree in a related field
- Experience with Workday ERP platform.
- Experience with MBS POS or similar point-of-sale system.
- Experience implementing shared services across institutions.
- Knowledge of business unit planning and higher education administration principles.
- Familiarity with budgeting and contracting processes in a public sector or higher education context.

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 (\$41.84 per month single and \$285.42 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/State-Prog-Admin-Manager-Sr---Director-Bookstore-Collaboration_JR0000003834.

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.