

MNSCU SYSTEM OFFICE
invites applications for the position of:



MnSCU Admin 8

SALARY: \$88,939.00 - \$142,306.00 Annually

OPENING DATE: 08/28/17

CLOSING DATE: 09/18/17 11:59 PM

DESCRIPTION:

This position provides leadership and oversight of the administrative and operational functions to the academic and student affairs (ASA) division, ensuring that the division is in alignment with the mission and goals of the Board of Trustees, chancellor, presidents and the cabinet. This position also serves as the primary support and liaison to the senior vice chancellor for academic and student affairs in strategic and operational matters and involves significant discretion and substantial involvement in the development, interpretation and implementation of Minnesota State policy. This position provides overall coordination, direction and implementation of division operational functions to including staffing, budget, audit, strategic/ work plan development, legislative affairs, labor relations, and supervision of ASA division leadership development events, projects and division leadership meetings.

EXAMPLES OF ESSENTIAL DUTIES:

Provides strategic advice and support to the senior vice chancellor relative to all administrative operations to ensure the effective implementation of system policies and procedures, and strategic initiatives of the division.

Leads the development of the division's annual work plan and budget, in coordination with the academic and student affairs leadership team. Monitors division budgets and maintains full signature authority for budgetary approval in the absence of senior ASA leaders. Advises the senior vice chancellor on budgetary issues.

Oversees the development and implementation of strategic and operational initiatives as requested by the senior vice chancellor, providing vision, guidance, and coordination. Provides strategic advice and guidance on division staffing and organizational structure, serving as the primary liaison between the senior vice chancellor and the human resource office. Responsible for analyzing and providing recommendations on staffing decisions made by ASA leadership; including advocating and ensuring timely decision-making.

Provides advice, analysis, direction and support to the senior vice chancellor and ASA leadership team relative to legislative, board of trustees, and meet and confer activities. Represents the senior vice chancellor in hearings and meetings of these groups as requested.

Coordinates ongoing professional development programming for the division, including the annual fall, winter, and spring CAO, CSAO, and Diversity and Student Affairs conferences.

Acting on behalf of the senior vice chancellor, reviews and engages ASA leadership and ASA staff in the resolution of constituent concerns.

Serves as a member of the ASA leadership team and the division liaison to all system office divisions and the chancellor's office.

TYPICAL QUALIFICATIONS:

Minimum Qualifications:

Education: Baccalaureate degree required.

Professional Licensure/Certification: None.

Type and Length of Experience:

- Demonstrated success in advancing equity and inclusion.
- Minimum of 5 years of progressive experience in either public or private higher education organization that includes the hiring and supervision of staff.
- Budget management experience.

- Experience with information technology planning.
- Experience formulating and successfully implementing projects with collaborative leadership and team strategies.
- Demonstrated excellent verbal and written communication skills.
- Demonstrated commitment to equity and inclusion.

Preferred Qualifications:

Education: Master's Degree preferred

SUPPLEMENTAL INFORMATION:

How to Apply:

- To apply online click on the apply button below.
- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.
- Most job postings require that you attach a cover letter, resume and a transcript (if required in the minimum qualifications) to your online job Application. To attach a document;
 - click on Job Application
 - Scroll down to attachments; click on "Add Attachment (s).
 - In "File Description" give the document name.
 - Select the "Attachment type "from the drop down menu.
 - Next to "File" click on Browse and double left click on the document you wish to attach.
 - Click on Upload. There is a file size limit on each individual attachment
 - **Reminder**; when attaching a transcript please redact any of the following information items which appear on the transcript before you submit it. Social Security number, birth date, age, gender, and date of high school graduation. **Foreign transcripts** must include an official transcript evaluation which interprets equivalency to U. S graduate credits.
 - If you scan your transcript, please make sure that it is readable before you attach it to your application. If you do not submit your transcripts(s), you will not be considered.
- **Important Notice** to applicants who previously applied to System Office or another higher education institution or government agency through Government Jobs.com/NEOGOV; If you included attachments to your previous application, the software may not recognize that you have attached the required documents, and may not allow you to submit your application to our posting. To remedy this;
 - In the first section of your application (Job Application) scroll down to Attachments;
 - Locate the desired attachment and click on Edit;
 - Select the Attachment type from the drop down menu, Click save.
 - Do the same for the other attachments.

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, 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.

Notice; In accordance with the Minnesota State Colleges and 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 States vehicle use criteria and consent to a Motor Vehicle Records check.

All applicants must be able to lawfully accept employment in the United States at the time of employment. For TTY, call Minnesota Relay Service at 7-1-1 or 1800-627-3529.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.minnstate.edu>

Position #N082817
MNSCU ADMIN 8
JW

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MnSCU Admin 8 Supplemental Questionnaire

* 1. Do you have a Bachelor's Degree?

Yes No

* Required Question