

**Job Class: Information Officer 2– Job Posting 27183**  
**Working Title: ITS Communication & Event Coordinator**

**Who May Apply:** Open to all qualified job seekers  
**Date Posted:** 10/1/2018  
**Closing Date:** 10/15/2018  
**Hiring Agency/Seniority Unit:** Minnesota State - System Office  
**Division/Unit:** ITS  
**Appointment Type:** Limited, Full-time  
**Work Shift/Work Hours:** Day Shift  
**Days of Work:** M-F  
**Travel Required:** Yes, occasionally for training, meetings and conferences  
**Salary Range:** \$20.83 - \$30.25/hourly; \$43,493 - \$63,162/annually  
**Classified Status:** Unclassified  
**Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE  
**FLSA Status:** Non-exempt  
**[Connect 700 Program Eligible:](#)** Yes

**Job Summary:**

**This position will last up to 2 years and 4 months**

This role will be responsible for increasing awareness of the Minnesota State ERP (NextGen) Program by managing the program communications plan; working with internal and external subject matter experts to develop, publishing and managing program communications; coordinating program events; maintaining the program SharePoint sites; managing the project's email.

**Minimum Qualifications:**

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

- Bachelor's degree in business, communications, marketing or related field
- Three (3) years of experience in marketing, communications, business or technical writing



- Experience developing and executing communications plans
- Technical proficiency with word processing, content management, and presentation applications; specifically the Microsoft suite of products
- Experience writing and editing copy for a variety of communication material including emails, newsletters, FAQ's, presentations, event signage and website content

## Preferred Qualifications:

- Project management experience
- Familiarity to IT management organizations and IT communications
- Experience producing communications for Higher Education
- Experience with web content management or SharePoint
- Event planning experience

## Additional Requirements:

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 <http://mn.gov/employee-relations/labor-relations/Labor>.

## 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: [Work 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 and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over 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**

If you have questions about the position, contact Jessica White at [jessica.white@minnstate.edu](mailto:jessica.white@minnstate.edu) or 651/201-1845.

## **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](mailto:careers@state.mn.us). Please indicate what assistance is needed.