



# MINNESOTA STATE

Human Resources

Your HR team for the system office

## Job Class: Management Analyst 2 – 26551 Working Title: e-Procurement Trainer

**Who May Apply:** Open to all qualified applicants  
**Date Posted:** 09/10/2018  
**Closing Date:** 09/28/2018  
**Hiring Agency/Seniority Unit:** Minnesota State - System Office/MAPE  
**Division/Unit:** e-Procurement  
**Appointment Type:** Temporary Unclassified, Full-time  
**Work Shift/Work Hours:** Day Shift  
**Days of Work:** M-F  
**Travel Required:** Yes – 25%  
**Salary Range:** \$20.83- \$30.25/hourly; \$43,493 - \$63,162/annually  
**Classified Status:** Unclassified  
**Bargaining Unit/Union:** 214/MAPE  
**FLSA Status:** Non-exempt  
**Location:** St. Paul  
**[Connect 700 Program Eligible:](#)** Yes

### Job Summary:

**This is a temporary unclassified position that will last up to 1 year**

This position exists to assist the Chief Procurement Officer and e-Procurement Administrator with implementing and operationalizing a statewide electronic procurement system (Marketplace), including helping to develop electronic procurement procedures, common practices, and training materials. This position will provide training, help desk support, and problem-solving for college, university, and system office staff to successfully use e-procurement (includes purchasing, accounts payable, sourcing and contracting functions).

### 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 working with purchasing and/or procurement with two (2) of the years being in the public sector (or similarly situated environment)



- Ability to develop, coordinate and provide training to Minnesota State stakeholders on purchasing/procurement
- Thorough knowledge of state government sourcing practices (requests for proposal, requests for bid, and similar processes), policies, and procedures
- Thorough knowledge of state government contracting policies, procedures, and practices
- Thorough knowledge of general accounting systems and practices
- Demonstrated ability to work independently
- Demonstrated ability to conduct research involving large data bases and analyze detailed information
- Experience managing and organizing multiple activities
- Demonstrated excellent oral and written communication skills

## Preferred Qualifications:

- Experience with business processes at the State of MN or Minnesota State
- Thorough knowledge of State of MN and/or Minnesota State policies, procedures, and practices as they related to state government purchasing.
- Thorough knowledge of Minnesota State sourcing practices (requests for proposal, requests for bid, and similar processes), policies, and procedures
- Experience with Minnesota State Marketplace and/or other purchasing/contracting/sourcing solution, such as SWIFT (State of Minnesota accounting/procurement system), including experience with annual procurement in excess of \$5 million
- Associate or Bachelor's degree in finance, accounting, business or related field
- Experience developing and launching effective training programs
- Experience implementing a new software tool
- Experience with organizational dynamics

## 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**

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.

