



## MINNESOTA STATE

Human Resources

Your HR team for the system office

### **Job Class: MnSCU Academic Professional 4 - 20190107** **Working Title: Project Director for Diversity, Equity, & Inclusion**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 01/07/2019

**Closing Date:** 01/22/2019

**Hiring Agency/Seniority Unit:** Minnesota State - System Office/MAPE

**Division/Unit:** Equity and Inclusion

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Yes, occasionally

**Salary Range:** \$25.37 - \$37.45/hourly; \$52,973- \$78,196/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 214/MAPE

**Location:** St. Paul

**Connect 700 Program Eligible:** Yes

#### **Job Summary:**

The Project Director for Diversity, Equity & Inclusion provides professional academic leadership support and program management to new and existing initiatives to support the Office of Equity and Inclusion, central office, community and technical colleges, and state universities. Reporting to the Chief Diversity Officer with limited supervision, the incumbent is responsible for designing, planning, and implementing state-wide efforts to promote and enhance the design and implementation of training modules, workshops, presentations, academic programs, and strategic community outreach.

#### **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 and 3 years of practical, relevant experience
- 3 years of organizing and leading complex projects that have produced broad scale results



- Leading and supporting diversity programming, grant writing and coordinating diversity initiatives
- Cultural competency training experience to support communities of color and other underrepresented groups
- Demonstrated ability to synthesize and analyze a large amount of data to solve complex problems and lead to decision making and action
- Demonstrated experience working collaboratively with teams to produce results
- Demonstrated ability to use technology (e.g., business software such as SharePoint, PowerPoint, email) effectively to support project work
- Demonstrated ability to troubleshoot, solve problems collaboratively when necessary
- Interact and network with other organizations with related interest
- Demonstrated ability to efficiently complete projects requiring team approach and efforts

### **Preferred Qualifications:**

- Master's Degree
- Experience with outcome based large scale diversity education projects
- Experience leading complex projects that have produced results in a higher education setting

### **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

- Please go NeoGov at <http://agency.governmentjobs.com/mnscuoochr/default.cfm>
  - 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

**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.

## 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.