



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: MnSCU Academic Professional 4 - 20180813 **Working Title: Director of Equity Assessment** **Re-Posting of job 201805071**

Who May Apply: Open to all qualified job seekers

Date Posted: 08/13/2018

Closing Date: **Until filled – review of applications begin on 9/7/18**

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

Division/Unit: Equity & Inclusion

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, up to 20%

Salary Range: \$24.81 - \$36.63/hourly; \$51,803- \$76,483/annually

Classified Status: Unclassified

Bargaining Unit/Union: 214/MAPE

FLSA Status: Exempt

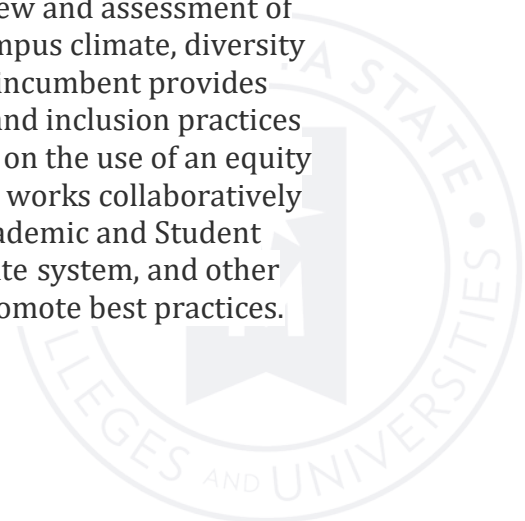
Location: St. Paul

[Connect 700 Program Eligible:](#) Yes

Job Summary:

This position supports the Minnesota State Office of Equity & Inclusion in executing strategies to meet the strategic equity and inclusion goals and measures related to student success retention & completion, campus climate, diversity recruitment, hiring, employee retention, and procurement practices.

The Director of Equity Assessment provides leadership for the review and assessment of diversity and inclusion initiatives that focus on student success, campus climate, diversity recruitment, hiring and retention, and procurement practices. The incumbent provides guidance for evaluating, adopting, and integrating effective equity and inclusion practices for campuses and the system office. Specific attention is prioritized on the use of an equity lens based approach to policy review and assessment. The Director works collaboratively within the Office for Equity and Inclusion and partners with the Academic and Student Affairs division, campus Diversity Officers across the Minnesota State system, and other divisions to coordinate and develop strategies and replicate and promote best practices.



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 a related field.
- Minimum of five (5) years of experience leading and directing equity & diversity programming, and supporting diversity initiatives.
- Experience in research development and analysis assessment, survey development, analysis, and reporting.
- Experience in developing learning outcomes, assessment plans, and conducting assessment projects.
- Experience working with cultural competency and awareness appropriate to train faculty/staff/students and build relationships within communities of color.
- Experience working with diverse communities and working with large and diverse stakeholder groups.
- Demonstrated knowledge of excellent command of contemporary diversity, equity and inclusion practices.
- Effective oral and written communication.
- Ability to organize detailed projects.
- Demonstrated ability to troubleshoot, solve problems collaboratively when necessary.
- Demonstrated ability to efficiently complete projects requiring team approach and efforts.

Preferred Qualifications:

- Master's degree in closely related field
- Demonstrated facilitation skills with multiple audiences addressing complex topics
- Project management experience
- Exceptional writing and communication skills
- Five (5) or more years' experience working in the field of Equity and Inclusion

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/mnscuoocr/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 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. Please indicate what assistance is needed.