



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: MnSCU Academic Professional 6 – 20190528 **Working Title: Program Director for Educational Development**

Who May Apply: Open to all qualified job seekers

Date Posted: 05/28/2019

Closing Date: 06/17/2019

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

Division/Unit: Academic and Student Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally

Salary Range: \$32.41 - \$48.17/hourly; \$67,672- \$105,579.00/annually

Classified Status: Unclassified

Option Code: Education Policy Research

Bargaining Unit/Union: 214/MAPE

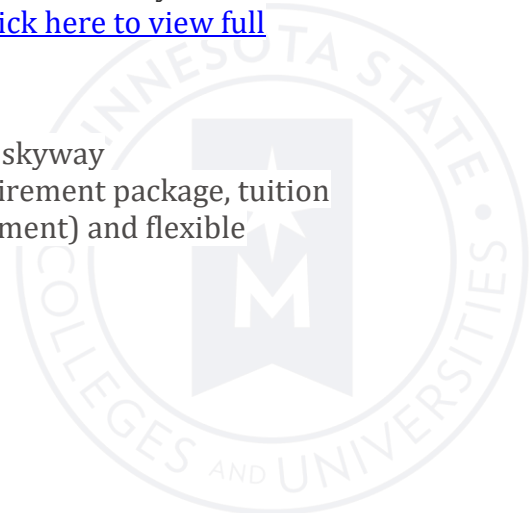
Location: St. Paul

[Connect 700 Program Eligible:](#) Yes

Job Summary:

The Program Director for Educational Development utilizes knowledge of evidenced based educational development practices to advance effective teaching and learning principles incorporating instructional technologies where appropriate. Under the direction of the System Director for Educational Technology and Development, the program director serves as a nationally recognized expert of Minnesota State's educational development program. Serving as a liaison to national and statewide organizations and councils, the program director analyzes and recommends new and modified policies, procedures, and operating instructions to assist with the implementation and maintenance of system-wide educational development program opportunities and resources. [Click here to view full position description.](#)

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.



Minimum Qualifications:

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

- Master's degree in education, organizational leadership, organizational or professional development, instructional design, instructional technology, or learning technologies. Will accept a Master's degree in a different field with essential, significant experience working in faculty development or academic technologies.
- Four (4) years' experience in leading institutional and/or system-wide initiatives in faculty and/or instructional development or technology initiatives
- Online teaching experience at a college or university
- Facilitating group process techniques including consensus building, conflict resolution, mediation techniques
- Written and oral communication sufficient to prepare messages and materials for diverse audiences and clearly explain, discuss, and present complex ideas, regulations, policies and/or procedures

Preferred Qualifications:

- Ph.D. in education, organizational leadership, organizational or professional development, instructional design, instructional technology, or learning technologies.
- Teaching experience emphasizing culturally relevant content and pedagogy and open educational resources
- Competency in a variety of instructional technologies including, but not limited to, LMS/D2L Brightspace, Media Management/Kaltura, Video and Web Conferencing/Zoom.

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 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.