

Job Class: MnSCU Academic Professional 4 - 20180220
Working Title: MN Reconnect Grant Program Manager

Who May Apply: Open to all qualified job seekers

Date Posted: 2/20/2018

Closing Date: 03/15/2018

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

Division/Unit: Academic and Student Affairs/Student Affairs

Appointment Type: Limited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally

Salary Range: \$24.32 - \$35.91/hourly; \$50,780- \$74,980/annually

Classified Status: Unclassified

Bargaining Unit/Union: 214/MAPE

FLSA Status: Non-Exempt

Location: St. Paul

[Connect 700 Program Eligible:](#) No

Job Summary:

This is limited position and may last up to 3 years.

Serve as a subject matter expert and liaison for the four pilot colleges and their campus-based navigators to develop a program to serve the needs of returning adult students. Liaison with Minnesota State research staff and Minnesota Office of Higher Education to advise pilot colleges on re-enrollment, student services information, and student success strategies.

Provide expert advice on program components essential for the evaluation of program effectiveness and ongoing implementation. Liaison with the Minnesota Office of Higher Education and Minnesota State system office staff on organizational and operations tasks to comply and support grant administration.

Manage external communications and outreach to increase stakeholder awareness of MN Reconnect program, including working with SHEEO, pilot colleges and system office leadership. Develop and implement the communications plan for key stakeholder, including the legislature, liaison with pilot colleges and key stakeholders and maintain ongoing communication strategies.

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 education, communications, social work or related field.
- Five years of working in higher education, student affairs **or** academic advising
- Experience in project development, execution, and management
- Experience working or teaching adult learning/learners
- Demonstrated verbal and written communication skills
- Demonstrated cultural competencies to lead an increasing commitment to a diverse student population
- Demonstrated ability of time management to prioritize strategic and operational tasks simultaneously
- Ability to exercise sound independent and professional judgment
- Ability to assimilate a wide variety of information and present in multiple formats to diverse audience
- Ability to work both independently and in leading a multi-disciplinary team

Preferred Qualifications:

- Master's degree in higher education, student affairs, counseling, or related field
- Higher education experience in academic advising, including credit for prior learning
- Knowledge of research-based retention strategies and the ability to develop, execute and manage initiatives that foster student success.

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
 - **Reminder**; when attaching a transcript please redact any of the following information items which appear on the transcript before you submit it. Social Security number, birth date, age, gender, and date of high school graduation. **Foreign transcripts** must include an official transcript evaluation which interprets equivalency to U. S graduate credits.
 - If you scan your transcript, please make sure that it is readable before you attach it to your application. If you do not submit your transcripts(s), you will not be considered.
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- **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.