



## MINNESOTA STATE

Human Resources

Your HR team for the system office

### **Job Class: MnSCU Administrator 8 - 20180611** **Working Title: System Director of Financial Planning & Analysis**

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

**Date Posted:** 6/11/2018

**Closing Date:** 7/9/2018

**Hiring Agency/Seniority Unit:** Minnesota State - System Office/Administrator's Personnel Plan

**Division/Unit:** Finance

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

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

**Days of Work:** M-F

**Travel Required:** Yes, occasionally

**Salary Range:** \$88,939- \$142,306/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220/Administrators Plan

**FLSA Status:** Exempt Executive

**Location:** St. Paul

**Connect 700 Program Eligible:** No

#### **Job Summary:**

This position will provide system level financial leadership to the Minnesota State system by being responsible for direct and supervisory oversight and management of the system's annual operating budget, the biennial legislative request for operating funds, the annual cost study, internal college and university allocations, collective bargaining cost projections, the system office budget, tuition and fee policy, and other financial analysis as required. In addition, the position is responsible for maintaining effective communications with system and institutional level groups regarding the financial situation of Minnesota State. The position also works closely with staff from the Minnesota Legislature, Minnesota Office of Higher Education, Minnesota Management and Budget, and University of Minnesota regarding financial issues directly affecting Minnesota State and higher education in general.

#### **Minimum Qualifications:**

- Bachelor's Degree
- 5 years working experience with:



- Higher education senior level management including direct supervisory duties.
- Creation of system level biennial budget requests.
- Collective bargaining fiscal impacts.
- Developing and overseeing annual operating budgets at a system level.
- Analysis and projections of economic trends.
- Proven institutional research, report writing, analysis and presentation skills.

## Preferred Qualifications:

- Master's Degree
- Knowledge of how higher education functions with a state government and system environment

## 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.
- **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.

