

Job Class: Vendor Management Specialist – Job Posting 27804

Working Title: Supplier Diversity Outreach Specialist

Who May Apply: Open to all qualified job seekers
Date Posted: 10/29/2018
Closing Date: 11/13/2018
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: e-Procurement
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally for training and conferences
Salary Range: \$24.53 - \$36.09/hourly; \$51,218 - \$75,355/annually
Classified Status: Classified
Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE
FLSA Status: Non-exempt
[Connect 700 Program Eligible:](#) Yes

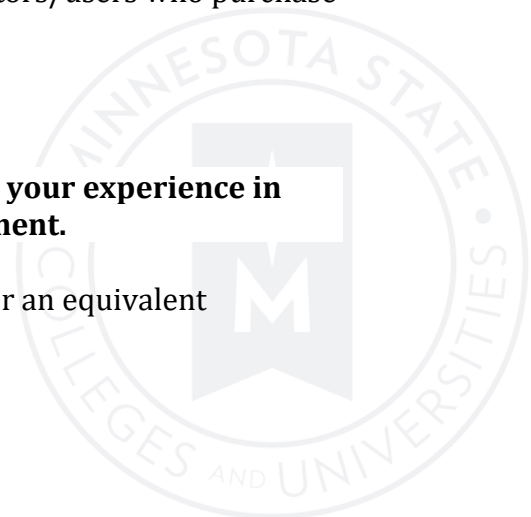
Job Summary:

The position exists to manage and support, under limited supervision, Minnesota State's work to advance effective and successful relationships with its vendor community per Board of Trustees policies, directives and priorities. A primary responsibility of the incumbent in this role is to ensure equal opportunities for small, woman-owned, minority-owned, veteran-owned and economically disadvantaged businesses and optimize their participation in competing for Minnesota State procurement opportunities. The employee will promote efficient, effective and responsible working relationships between vendors selling to Minnesota State, and the buyers and contract administrators/users who purchase vendor's products or services.

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 (accounting/finance/business/related) or an equivalent combination of education and experience



- Excellent oral and written communication, analytical and organizational skills
- Ability to develop and maintain effective complex relationships on multiple levels with vendors, Minnesota State college/university/system office staff and leadership, and other external parties
- A working knowledge of complex purchasing and contracting processes and strategies
- Ability to read and properly interpret complex laws and rules, particularly as applicable to small woman-owned, minority-owned, veteran-owned, and economically disadvantaged businesses
- In-depth knowledge of small business operations, especially in the area of financing, insurance, bonding and market analysis. This includes the ability to understand, interpret and evaluate complex business documents, including articles of incorporation, by-laws, corporate resolutions, partnership agreements, franchise agreements and financial statements.
- Ability to prepare and deliver effective presentations and training sessions as well as develop reports and statistics
- Ability to thoroughly document actions; excellent attention to detail is required
- Well-developed sensitivity skills regarding the impact of actions on clientele both internal and external to Minnesota State.

Preferred Qualifications:

- Master's degree in Business Administration
- 2 years' experience or more with Minnesota State and/or the State of Minnesota related to working with small woman-owned, minority-owned, veteran-owned and other economically disadvantaged businesses.

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

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

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.

