



Job Class: Vendor Management Spec. – Job Posting #74564

Working Title: Supplier Diversity Manager

Who May Apply: This posting is open all qualified job seekers.

Date Posted: 03/04/2024

Closing Date: 03/25/2024

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

Division/Unit: Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$28.50 - \$41.93/hourly; \$59,508 - \$87,549/annually

Classified Status: Classified

Bargaining Unit/Union: 214 – MN Assoc of Professional Empl/MAPE

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework is available and negotiated at the time of hire.

The role of the Supplier Diversity Manager at Minnesota State is established to oversee and guide the Supplier Diversity Program. This program is integral to the commitment of Minnesota State to develop a supply chain that reflects the diversity of its student population and the local business community. The manager's key responsibilities include devising and executing a comprehensive strategy for the Supplier Diversity Program throughout the Minnesota State system. A crucial aspect of this position involves managing the Supplier Diversity section of the Equity Scorecard. This involves monitoring and documenting the performance of colleges, universities, and the system in terms of engagement with women-owned and minority-owned businesses.

Externally, the role requires proactive management and enhancement of relationships with Minnesota State and the supplier community and other public organizations, in alignment with the Board of Trustees' policies, directives, and priorities. The incumbent is tasked with ensuring fair and equitable opportunities for women-owned, minority-owned, veteran-owned, and

economically disadvantaged businesses. This includes optimizing their chances to compete for procurement opportunities within Minnesota State.

Furthermore, the position involves promoting effective and responsible interactions between suppliers to Minnesota State and the buyers and contract administrators at the college, university, or system office levels. These personnel are responsible for purchasing products or services from suppliers. The goal is to establish efficient and ethical working relationships between these parties.

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 business, public policy, or related field or an equivalent combination (minimum of 5 years) of education and experience in Supplier diversity, supply chain management, or a related field
- **Expertise in Supplier Diversity Management:** This includes experience in designing and implementing diverse supplier engagement strategies, identifying qualified diverse suppliers, integrating best practices in supplier diversity, and leading diverse supplier business programs. The ability to create or expand supplier diversity programs, particularly in decentralized environments, is also crucial.
- **Strong Interpersonal and Communication Skills:** Effective supplier diversity managers must possess excellent interpersonal and communication skills. This includes the ability to cultivate professional relationships and partnerships, both within the organization and externally with diverse suppliers and networks.
- **Strategic Thinking and Problem-Solving Abilities:** The role requires an ability to work independently with minimal direction, think critically and creatively to evaluate situations, and develop innovative solutions. It also requires the capacity to influence and work well with senior management and across various levels of the organization.
- **Project Management and Analytical Skills:** A supplier diversity manager should have proven abilities in managing multiple projects and tasks concurrently, along with excellent planning and organizational skills. They should also be adept at synthesizing information into concise reports and possess strong analytical skills for effective decision-making.

Preferred Qualifications

- **Advanced Education or Certification:** A Master's degree in a related field or a professional certification in supplier diversity or supply management, such as CPSD (Certified Professional in Supplier Diversity), can be highly advantageous.

- **Higher Education Experience:** Two (2) years' experience or more in a higher education environment working with small woman-owned, minority-owned, veteran-owned, and other economically disadvantaged businesses.
- Extensive experience in executing supplier diversity programs in complex or decentralized environments.
- **Proven Leadership and Strategic Planning Skills:** Demonstrated capability to lead and influence diverse teams and stakeholders, including the ability to develop and execute long-term strategic plans for supplier diversity.
- **Advanced Project Management and Analytical Skills:** Experience in managing large-scale projects and utilizing analytical skills to assess program effectiveness and identify improvement opportunities.
- **Expertise in Diversity and Inclusion Programs:** A strong background in diversity and inclusion initiatives, which is particularly relevant in a higher education context where inclusivity is a key value.

Additional Requirements

Applicants requested to interview will be asked to provide a work sample.

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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 <https://www.minnstate.edu/system/working/relations.html>

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 our web page: [Working 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 (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover 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

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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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.