



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: MnSCU Academic Professional 5 – Job SO032P (reposting SO025P)

Working Title: Director of Accreditation and Assessment

Who May Apply: Open to all qualified job seekers

Date Posted: 11/9/2020

Closing Date: 12/6/2020

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

Division/Unit: Academic and Student Affairs/Academic Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, up to 30%

Salary Range: \$30.59 - \$45.36/hourly; \$63,972- \$94,712/annually

Classified Status: Unclassified

Option Code: Assessment

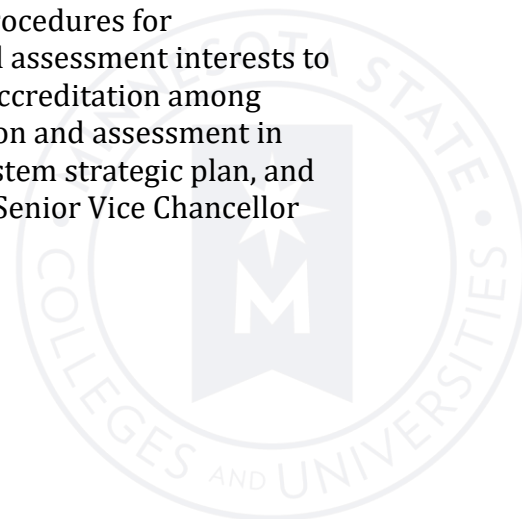
Bargaining Unit/Union: 214/MAPE

Location: St. Paul

Connect 700 Program Eligible: No

Job Summary:

This position oversees the accreditation support services, and administrate system-wide policies by working with the campus Accreditation Liaison Officers (ALO) to achieve successful accreditation and reaffirmation of accreditation. As a member of the Academic Affairs unit, the incumbent for this position provides leadership and management for the development and implementation of Minnesota State policy and procedures for accreditation and assessment, represents system accreditation and assessment interests to a wide variety of constituent groups, foster national and regional accreditation among Minnesota State colleges and universities and manages accreditation and assessment in response to legislation, policy, college and university needs, the system strategic plan, and direction from the Associate Vice Chancellor for Academic Affairs, Senior Vice Chancellor and Board of Trustees.



About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

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

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

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
- Three (3) years of experience in higher education with demonstrated familiarity of accreditation, assessment, and academic program development. .
- Two (2) years of experience in quality improvement and/or experience in implementing and managing quality improvement processes.
- Strong understanding of academic policies, procedures, and culture.
- Knowledge of program and institution accreditation.
- Knowledge of higher education accreditation standards and processes.
- Knowledge of best practices in the higher education academic assessment community.
- Knowledge of accreditation requirements for higher education; major issues and trends in adult higher education, teaching and adult learning.
- Highly motivated, flexible, adaptable, and service-oriented, with strong collaborative skills for team work and consensus building among staff and faculty.
- Ability to handle a sizeable caseload of system institutions, to manage the detail of multiple simultaneous activities
- Excellent oral and communication skills and strong presentation skills.
- Ability to work independently and cooperatively with others.
- Ability to set priorities and multi-task.
- Ability to learn and innovate as needs of higher education evolve.
- Strong organizational skills

- Exhibit a commitment to diversity, equity and inclusion

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

- Doctorate degree in a relevant discipline
- Four plus (4+) years of experience in quality improvement
- Four (4+) years of experience in implementing and managing quality improvement processes.
- Teaching experience at four-year institutions of higher education
- Experience in post-secondary education administration that includes responsibilities for program and institutional accreditation
- Experience in teacher education or graduate education programs
- Experience with the implementation and facilitation of higher education accreditation standards and processes.
- Experience in the implementation and facilitation of best practices in the higher education academic assessment community.
- Experience with the implementation and facilitation of accreditation requirements for higher education.
- Knowledge of major issues and trends in adult higher education, teaching and adult learning.

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 <https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp>

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 (\$36.64 per month single and \$250.00 per month family) and dental insurance with low deductibles (\$150 - \$1500), 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 PeopleAdmin at: <http://mnsystem.peopleadmin.com/postings/1526>

- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.

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.

