Job Class: MnSCU Administrator 7– Job SO034P

Working Title: System Director for Transfer and Degree Audit Support (DARS)

Who May Apply: Open to all qualified job seekers
Date Posted: 1/25/2021
Closing Date: 2/16/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator’s Plan
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: $86,922 - $139,080 annually
Classified Status: Unclassified
Option Code: Bargaining Unit/Union: 220 Administrator’s Plan
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:
The purpose of this position is to lead the development and implementation of transfer initiatives and policies. This includes developing inter-institutional and system-wide transfer initiatives and facilitating their operation. The incumbent is responsible for overseeing the development and implementation of the Minnesota Transfer Curriculum, course/credit transfer, transfer review and appeal, transfer agreements/articulations, Transfer Pathways, reverse transfer, and leading the Degree Audit Support team and functions. This position is responsible for developing and implementing system responses to transfer legislation, system interpretation of transfer legislation, and system transfer policies and procedures. The position represents system transfer projects and initiatives to a wide variety of constituent groups (e.g. system colleges and universities, other public and private colleges and universities, public schools, governmental entities, and community organizations). The incumbent will have a thorough knowledge and understanding of transfer in higher education, ability to identify and

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address transfer problems, competence in prescribing and interpreting transfer research, and competence to conduct long range and short-range planning to support in student transfer.

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.

- Three (3) years of experience with transfer and student mobility, transfer/articulation agreements, student records systems, transfer research and evaluation processes, and student data privacy.
- Two (2) years of experience in quality improvement and/or experience in implementing and managing quality improvement processes.
- Three (3) years supervision, performance evaluation, and professional development planning experience
- Strong understanding of academic and transfer policies, procedures, and legislation
- Knowledge of best practices in transfer that support in seamless transfer from and to colleges and Universities in higher education.
- Knowledge of major issues and trends in transfer in higher education
- Highly motivated, flexible, adaptable, and service-oriented, with strong collaborative skills for teamwork and consensus building among staff and stakeholders.
- Ability to handle a sizeable caseload of system institutions, to manage the detail of multiple simultaneous activities.
- Excellent oral, written and presentation skills.
- Ability to direct work of team members
- Ability to work independently and cooperatively with others.
• Ability to set priorities and multi-task.
• Ability to learn and innovate as needs of transfer in 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 relevant discipline.
• Five (5) years of experience with transfer and student mobility, transfer/articulation agreements, student records systems, research and evaluation processes, and student data privacy.
• Four (4) years of experience in implementing and managing quality improvement processes.
• Five (5) years staff supervision, performance evaluation, and professional development experience.
• Experience leading complex, collaborative national, regional, or state projects/initiatives.
• Knowledge and experience in applying principles of continuous improvement and quality management.
• Demonstrated leadership skills in team management, employee development and performance management.
• Ability to establish and maintain effective working relationships with a variety of constituencies and work in a team 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 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: https://mnsystem.peopleadmin.com/postings/1535

➢ 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 Jessica.white@minnstate.edu.