



MINNESOTA STATE
System Office Human Resources

Job Class: Vendor Management Specialist – Job Posting 44890
Working Title: Supplier Diversity Manager

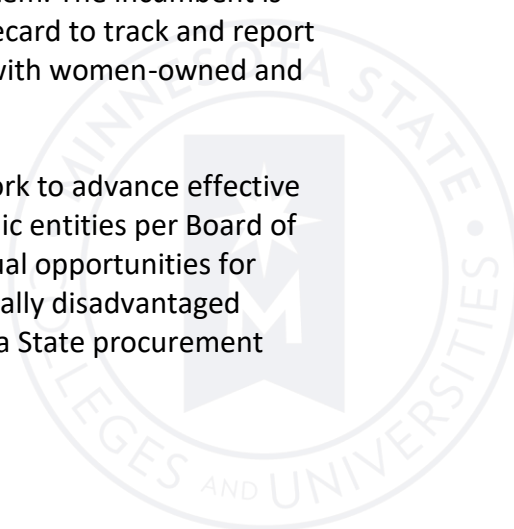
Who May Apply: Open to all qualified applicants.
Date Posted: 3/31/2021
Closing Date: 4/21/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office (MAPE)
Division/Unit: Finance/e-Procurement
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, up to 10%
Salary Range: \$25.71 - \$37.82/hourly; \$53,682 - \$78,968/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:

Minnesota State system office is currently teleworking due to COVID-19. You may be expected to go into the office as needed.

The position exists to administer and direct the Supplier Diversity Program that facilitates Minnesota State's commitment to creating and maintaining a supply chain that resembles the diversity of its student body and surrounding business community. The Supplier Diversity Manager is responsible for developing a comprehensive strategy for implementing and operating Minnesota State's Supplier Diversity Program across the system. The incumbent is responsible for managing Supplier Diversity portion of the Equity Scorecard to track and report on college/university and system performance related to contracting with women-owned and minority-owned firms.

External work includes managing and supporting Minnesota State's work to advance effective and successful relationships with its vendor community and other public entities per Board of Trustees policies, directives, and priorities. The incumbent ensures 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 college/university/system office buyers and contract administrators/users who purchase vendors' products or services.

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.

Benefits include excellent 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.

- Bachelor's Degree (accounting/finance/business/public policy/related) or an equivalent combination (minimum of 4 years) of education and experience in the following:
- Experience using qualitative and quantitative analysis sufficient to evaluate program results and to critique the analytical methods and results of other public program professionals.
- Experience with governmental budgeting and legislative processes sufficient to consolidate multiple program activities and to propose legislative initiatives to meet current and future program needs.
- Knowledge of law and administrative procedures sufficient to serve as a technical expert before departmental policy committees and other public forums.
- Knowledge of public policy and administration principles sufficient to design, implement and evaluate public program and financial reporting systems.
- Experience with project planning and operations sufficient to organize projects, establish goals and timetables, clarify mutual expectations, and evaluate results.
- Working knowledge of complex purchasing and contracting processes and strategies.
- Ability to read and comprehend public administration literature and program bulletins, manuals, rules, etc., sufficient to design and develop financial and program reporting systems and appropriate documentation.
- Ability to write reports, bulletins, procedures, rules, and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.

- Ability to communicate orally sufficient to mobilize action to achieve organizational goals, to coach and advise other program staff, to speak to individuals and groups to resolve differences of opinion and to testify before departmental policy committees and at other public forums.
- Ability to adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.
- Skills in human relations sufficient to build networks of colleagues throughout the public sector and to effectively persuade clients and other governmental officials by understanding complex and oftentimes, competing relationships and political agendas.

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

Preferred Qualifications:

- Master's Degree in Business
- Two (2) years' experience or more with Minnesota State (or other higher education environment) 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 (\$36.64 per month single and \$250 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

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.

