



# MINNESOTA STATE

System Office Human Resources

## Job Class: MnSCU Administrator 10 – Job SO087P

### Working Title: Interim Associate Vice Chancellor of Academic Affairs

**Who May Apply:** Open to current or former Minnesota State employees.

**Date Posted:** 4/28/22

**Closing Date:** 5/12/22

**Hiring Agency/Seniority Unit:** Minnesota State - System Office / Administrators Plan

**Division/Unit:** ASA

**Appointment Type:** Limited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Occasionally for training and conferences

**Salary Range:** \$110,500-\$177,000 annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220 Administrator's Plan

**Location:** St. Paul

**Connect 700 Program Eligible:** No

### Job Summary:

***Please note that this is a limited position that will begin on July 1, 2022 and may last up to June 30, 2023.***

The associate vice chancellor for academic affairs is a member of the academic and student affairs (ASA) division leadership team, supporting the teaching and learning enterprise throughout the Minnesota State Colleges and Universities system. In that capacity, the associate vice chancellor for academic affairs supports the senior vice chancellor for academic and student affairs in executing key ASA initiatives and operational responsibilities, including system policy and procedure development, program planning, approval functions, program review, academic program collaboration, transfer functions, degree audit support, faculty development, academic deans professional development, academic and regional planning, assessment, national, regional and state accreditation, functions related to student transitions from the P-12 system, dual enrollment, Adult Basic Education, course placement testing, college access, developmental education, and other transition points for adult learners and special project management assignments (e.g., graduate education, teacher education and global education) as needed. The associate vice chancellor also 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), and provides system-level leadership, direction, and advocacy for student success initiatives in partnership with the Student Affairs unit and the Office of Equity and Inclusion (OEI).

The associate vice chancellor and ASA division are also focused on advancing the foundational board policies on academic programs:

- Policy 3.36: “Minnesota State Colleges and Universities provide learning opportunities to develop graduates who are:
  1. prepared for work, life, and citizenship;
  2. creative, innovative, and able to respond with agility to new ideas, new technologies, and new global relationships;
  3. able to lead their professions and adapt to the multiple careers they will have over their lifetimes;
  4. able to think independently and critically and resourcefully apply knowledge to new problems;
  5. able to embrace change and be comfortable with ambiguity; and,
  6. able to communicate and work effectively across cultural and geographic boundaries.”
- Policy 3.36 Part 8: “Each college and university shall regularly review its academic programs for the purpose of academic planning and improvement. The chancellor may conduct statewide or regional reviews of academic programs or program clusters, report findings to the board and, when necessary, impose conditions on academic programs.”

### **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 14,800 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.**

- A master's degree
- At least 5 years of progressive higher education leadership experience, including at least 3 years in an administrative role
- Experience developing and managing budgets
- Experience in academic consultation and shared governance processes
- Demonstrated understanding of the increased role of technology in support of education services and programs and related knowledge of learning management systems
- Demonstrated commitment to and success in improving academic student success
- Demonstrated commitment to and success in advancing equity, diversity and inclusion in a higher education setting
- Demonstrated understanding of the unique characteristics and needs of different institutional types (e.g., community colleges, technical colleges, comprehensive colleges, universities)
- Proven experience in a supervisory role
- Ability to effectively lead and influence change, without direct authority
- Excellent group facilitation, consensus building, public presentation, and communication skills
- Excellent and demonstrated communication skills that include written, oral and presentation skill-sets
- Ability to manage multiple, complex projects simultaneously with challenging time constraints

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

## Preferred Qualifications:

- Doctoral degree
- Teaching experience
- Campus-based academic administration experience
- Experience in a large complex system of higher education or large university
- Experience working collaboratively with collective bargaining units

## 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://www.minnstate.edu/system/working/docs/contracts/2019-2021%20Administrators%20Plan.pdf>

## 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 (\$37.74 per month single and \$257.50 per month family) and dental insurance with low deductibles (\$250 – \$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/1670>

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- 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 Shawna Tienter at 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 [Shawna.tienter@minnstate.edu](mailto:Shawna.tienter@minnstate.edu)