



Job Class: MnSCU Academic Professional 5 – Job Posting SO070P
Working Title: Assistant Director, Academic HR

Who May Apply: Open to all qualified applicants.

Date Posted: 12/13/21

Closing Date: 1/24/22

Hiring Agency/Seniority Unit: Minnesota State - System Office Commissioner's Plan

Division/Unit: System Office / Academic HR

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally

Salary Range: \$30.59 - \$45.36/hourly; \$63,872 - \$94,712/annually

Classified Status: Unclassified

Bargaining Unit/Union: 217 / Commissioner's Plan

FLSA Status: Exempt

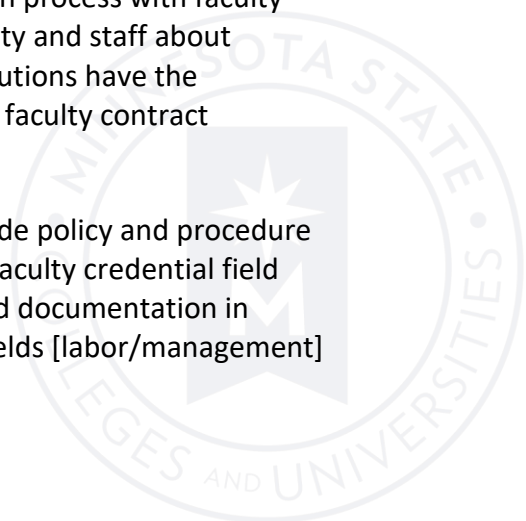
[Connect 700 Program Eligible:](#) No

Job Summary:

A hybrid work schedule will be considered.

This position is responsible for systemwide administration and leadership for academic human resources planning, accountability, evaluation, training and faculty contract administration to support the System Director for Academic HR. Research and compile faculty compensation information in support of faculty equity reviews and for the negotiation process with faculty bargaining units. Advise and consult with campus administrators, faculty and staff about planning, implementing and promoting quality standards so that institutions have the assistance needed to achieve effective academic HR management and faculty contract administration compliance.

Serve as the college faculty credentialing director to provide systemwide policy and procedure leadership and compliance oversight. Effectively manage the college faculty credential field process, to include but not limited to academic credential research and documentation in support of the administrative/union Joint Committee for Credential Fields [labor/management]



committee, identify academic credentialing trends and compliance requirements of the Higher Learning Commission (HLC) [Minnesota State's accrediting agency], maintain and determine necessary amendments to the credentialing policy, procedures and compliance requirements as needed.

Practice forward thinking, and reflect on contract administration trends, initiate draft proposals in support of the faculty contract negotiations process. Aid in the research, preparation of the employer's position for the faculty grievance and arbitration process, including giving expert witness testimony when needed. Analyze and initiate effective automated processes and reporting for the myriad of position responsibilities. Maintain effective and harmonious relationships with all constituents, including but not limited to system office labor relations, faculty unions, system leadership and all campus contacts. Support systemwide decision making and long-range organizational and system planning.

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.

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 in related field and four years of professional level experience in human resources and/or related professional level experience in a secondary or postsecondary organization.
- Demonstrated ability to conceptualize, manage and complete complex position responsibilities.
- Exceptional interpersonal skills and ability to communicate effectively orally and in writing across all levels of the organization.
- Experience providing support to labor/management agreements or related process.
- Experience developing and delivering training remotely and in-person.

- Experience using qualitative and quantitative data and information to analyze situations and develop strategies to improve performance and quality.
- Experience with all aspects of the Microsoft suite and have a demonstrated inquisitiveness to understand and learn new technologies.
- Experience in the administration or implementation of federal and/or state laws, regulations and/or policy at the state or local level related to this position.

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 or advanced professional degree in related field and five years of progressive professional level experience in an academic human resources environment.
- Labor/management contract administration and/or negotiations experience in the public sector.
- Working knowledge of post-secondary accrediting agencies, such as the Higher Learning Commission

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

Applicants: Go to <https://mnsystem.peopleadmin.com/postings/1620>

Contact

If you have questions about the position, contact Shawna Tienter at shawna.tienter@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.