



**MINNESOTA STATE**  
System Office Human Resources

**Job Class: MnSCU Academic Professional 4 – Job Posting SO060P**  
**Working Title: CPL Liaison**

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

**Date Posted:** 9/30/2021

**Closing Date:** 10/11/2021

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

**Division/Unit:** Academic and Student Affairs / Workforce Development

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

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

**Days of Work:** M-F

**Travel Required:** Yes, occasionally

**Salary Range:** \$26.59 - \$39.25/hourly; \$55,520 - \$81,954/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE

**FLSA Status:** Exempt

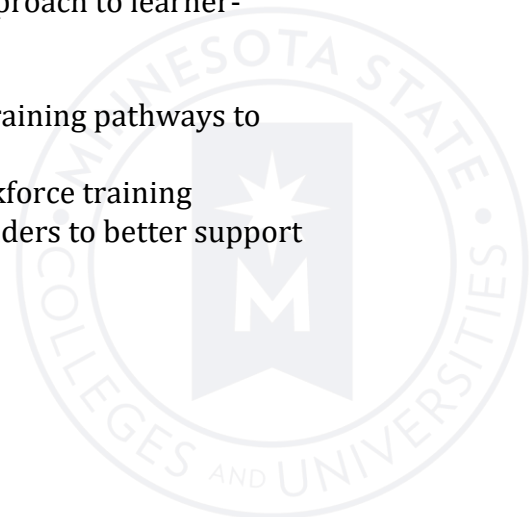
**Connect 700 Program Eligible:** No

**Job Summary:**

***This is a limited position that may last up to six (6) months from hire date.***

Minnesota State has been awarded a grant from the Lumina Foundation for Education for a program called “All Learning Counts.” All Learning Counts Minnesota is an initiative to better serve the many needs of adult students in a coordinated and increasingly equitable manner. All Learning Counts Minnesota partners share goals aimed at helping adults, particularly those impacted by disparities, advance along career pathways by building skills and obtaining credentials and family-sustaining employment that aligns with regional labor market needs and priorities. This initiative is focused on significantly changing education for Minnesotans through a systemic and coordinated approach to learner-centered service, with a specific focus on the following strategies:

- Expanding credit for prior learning and adult work-based training pathways to credit
- Revise placement testing for adult learners engaged in workforce training
- Develop a referral process with Adult Basic Education providers to better support learner needs and resources
- Improving pathway communication and advising



- Establishing a process for recording earned credits (via transfer agreements or CPL) upon completion of the learning, rather than upon college admission.

Grant funds from an All Learning Counts partner will support a 6-month position specifically focused on building college enrollment pathways using credit for prior learning, articulation and placement agreements. Individual in the position will navigate complex systems and relationships, providing outreach to colleges, universities, Adult Basic Education and community-based organizations providing workforce training. Position will provide direct consultation and of CPL education pathways for underrepresented adult learners. Position will require research of national best practices and will require interdisciplinary knowledge of curriculum design, teaching practices, assessment of learning, navigation strategies for college-bound adult learners and working understanding of admissions, registration and financial aid practices.

### **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
- Three (3) years employment in a college or university
- One-year experience working with Minnesota State policy, processes and practices for CPL.
- One-year experience working with adult learners and under-represented/ economically disadvantaged learners that developed an understanding of the challenges facing under-represented adult learners transitioning to higher education.
- Knowledge of higher education, accreditation practices and state policy, procedures, and federal regulations sufficient to ensure compliance.
- Demonstrated knowledge of and commitment to the principles of Equity 2030.

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

## Preferred Qualifications:

- One-year experience building pathways/ partnerships with organizations in preparing adults for work and college
- Foundational knowledge of Minnesota State practices and systems, including: course building, registration, financial aid, third party payments, student tracking and data sharing
- Knowledge of workflow involved in supporting adult learners and processing CPL
- Master's degree in education counseling and advising or related.

## 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

Internal Applicants: Go to <https://mnsystem.peopleadmin.com/postings/1597>

## **Contact**

If you have questions about the position, contact Shawna Tienter at [Shawna.tienter@minnstate.edu](mailto: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](mailto:careers@state.mn.us). Please indicate what assistance is needed.