



**MINNESOTA STATE**  
System Office Human Resources

**Job Class: State Program Administrator, Intermediate – Job Posting  
55111**

**Working Title: CAREERwise Program Administrator and Webmaster**

**Who May Apply:** Open to all qualified job seekers.

**Date Posted:** 4/20/22

**Closing Date:** 5/10/222

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

**Division/Unit:** Minnesota State System Office / Workforce Solutions

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

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

**Days of Work:** M-F

**Travel Required:** Yes, occasionally for training and conferences

**Salary Range:** \$22.38 - \$32.49/hourly; \$46,729 - \$67,839/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214 - MAPE

**FLSA Status:** Non-Exempt

**[Connect 700 Program Eligible:](#)** No

**Job Summary:**

**A hybrid work arrangement may be considered and would be negotiated at the time of hire.**

This position provides web development, website content management, and technical guidance for Minnesota State's career and labor market website known as CAREERwise. This position is responsible for day-to-day operations, technical analysis and future planning activities of the website as well as providing program recommendations, research and development activities, and estimates of maintenance and/or development costs (human resources, IT support, etc.).

**About Minnesota State**

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges 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 two-year post-secondary degree and five years of work experience, or a four-year degree in a computer science or website development related field and three years of experience.
- At least two years of formal training or work experience in web development or writing for commercial publications and websites. Proven experience managing web projects from beginning to completion.
- Demonstrated software literacy and knowledge of programming and markup languages.
- One year of experience with labor market or career information, such as basic knowledge of O\*NET, CIP, SOC and other LMI taxonomies, e.g., occupational, educational, skill, and industry coding systems, labor market information, and career development.
- Effective communication and instruction skills sufficient to be able to work with subject matter experts, administrators, and highly technical individuals, i.e., able to communicate complex issues among people with widely varying backgrounds and knowledge bases.
- Demonstrated ability to serve a diverse population and apply an equity lens to public information.
- Experience managing email marketing tools.

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

### **Preferred Qualifications:**

- A four-year degree in computer science or web development-related field and five years of related work experience.
- Three years of formal training or work experience in Web development.
- Certification in project management.

- Familiarity with workforce development subject matter and data sufficient to interpret, categorize and code content to defined taxonomies.
- Knowledge of web content management tools, wire frame and mock-up software, multimedia development applications, Web 2.0 applications, web services, database design, spreadsheet, word processing, and presentation software.
- Knowledge of programming (JavaScript, and markup (xHTML, XML) languages, content management systems (Cascade Server and WordPress), Web development software (Dreamweaver, Fireworks, Flash, Access, Camtasia, Tortoise SVN).
- Ability to become quickly proficient in proprietary software tools (e.g., RightNow Technologies, ZOHIO) sufficient to train users and integrate with other applications.
- Knowledge of web site development, database development, statistical analysis, and experience with teaching/training, preparing reports, and making presentations sufficient to present complex concepts to technical and non-technical people.
- Experience with real-time labor market data, information and tools.
- Ability to design and develop online tools and training resources for intermediaries and users in education and career/workforce areas.

## **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 (\$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

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 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.