Job Class: State Prog Admin Principal – Job Posting JR0000001037
Working Title: ITS Contract and Purchasing Administrator

Who May Apply: This posting is open all qualified job seekers.

Date Posted: 01/27/2025

Closing Date: 02/10/2025

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Information Technology

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: $31.92 - $47.05/hourly; $66,649 - $98,240/annually

Classified Status: Classified

Bargaining Unit/Union: 214 – MN Assoc Of Professional Empl/MAPE

FLSA Status: Nonexempt

[Connect 700 Program Eligible](#): Yes

Job Summary

Telework availability and negotiated at the time of hire.

This position is responsible for establishing system wide information technology resources in IT contracting and procurement. This includes software license agreements and renewal information, coordinating Request for Proposals (RFPs), analysis and recommended plans for system-wide collaboration, coordination and expenditure control. This position provides oversight and guidance for technology related contracts in other system office departments and campuses. This position assists in budget development for the system office ITS division.

Minimum Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Two (2) years of experience drafting or managing contracts or performing procurement or legal work.
- Knowledge and experience with developing written request for proposal (RFP) and contract awards.
- Demonstrated effective verbal and written communication skills sufficient to interact with others in a professional, respectful, and efficient manner.
- Experience working with highly diverse individuals and groups.

Preferred Qualifications

- Knowledge of and experience with the legal principles and practices applicable to contract law.
- Knowledge of and experience with state laws pertaining to contracts.
- Project management skills.
- Experience managing IT sourcing and contracts.
- Proven ability to manage and track multiple projects or contract renewals, ensuring deadlines are met through effective progress monitoring, organizational systems, and focused work strategies.
- Experience handling complex negotiations, demonstrating effective techniques to overcome challenges and achieve positive outcomes, with a reflective ability to identify areas for improvement in future negotiations.

Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:
- SEMA4 Records Check (applies to current and past employees only)

- Employment Reference Check

- Social Security and Address Verification

- Education Verification

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/relations.html

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 our web page: Working 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 ($38.50 per month single and $262.66 per month family) and dental insurance with low deductibles ($400 - $800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover 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 not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/State-Prog-Admin-Principal_JR0000001037.

Internal Applicants: All current Minnesota State employees will need to log in to Workday to apply for this position. Employee should search for "**Browse Jobs – Employee**" in Workday via the search bar at the top to view the opening.

Contact

Shane Moore
    Email: shane.moore@minnstate.edu
    Phone: 651-273-3967

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 mailto:careers@state.mn.us. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.