Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. Visit our web site at http://www.metrostate.edu

**Posting Date:** 5/31/2016 (Posting open for Agency-only current employees)

**Closing Date:** 6/9/2016

**Position Classification:** Management Analyst Staff Specialist

**Work Title:** Coordinator of Academic Operations

**Bargaining Unit:** MAPE

**Employment Condition:** Full-time, unlimited, exempt

**Office:** St. Paul Campus, Academic Affairs

**Hours of Work:** Monday – Friday, 8am-4:30pm

**Job Responsibilities:**

The primary purpose of this position is to manage the Academic Operations in order to provide professional level administrative, consultative and coordinative academic program management work, and serve as an Academic Affairs liaison to all other University units and departments.

- Manage the day-to-day operations of the provost's office related to efficient operations of the Academic and Student Affairs division.
- Analyze, develop, record, monitor and maintain all budgets within the Academic Affairs Division/Office.
- Provide leadership and direction in the communication processes between the Provost and the Office Managers and Deans.
- Develop and implement strategies and processes for data analysis and reporting of Academic Affairs data.
- Direct planning and implementation of Academic Affairs special projects and initiatives.
- Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.
**Minimum Position Qualifications:**

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

- Bachelor’s Degree from an accredited post-secondary institution.
- Minimum of 3 years of experience in higher education.
- Fluently speak, read and understand English sufficient to respond to spoken communications and prepare a variety of complete and comprehensive written reports.
- Knowledge of organization, controls and techniques used in dealing with procedural and management problems sufficient to determine the methodology and resources required and to develop work plans to complete assigned studies/projects.
- Knowledge of organizational structure, policy, procedures and methods of operating divisions sufficient to make recommendations to correct procedural/organizational difficulties.
- Excellent organizational and prioritization skills.
- Experience as a supervisor or lead worker.
- Experience in project management.
- Knowledge of accounting techniques sufficient to perform fiscal and budgetary management.
- Demonstrated excellent human relations and communications skills to be able to handle the coordination of a vast number of different, often sensitive, situations necessary between divisions within the university.
- Advanced skill level in Microsoft Office Suite.

**Preferred Qualifications:**

- Professional experience in accounting and/or data analysis.
- Understanding of database development and maintenance.
- Understanding of customer relations management tools.
- Expertise in process improvement.
- Prior MnSCU (Minnesota State Colleges and Universities) experience.
- Experience working with multiple collective bargaining agreements.
- Experience with a variety of business software, including Sharepoint.

**Physical Requirements of the Job:** Requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

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Visit our web site at [http://www.metrostate.edu](http://www.metrostate.edu)

**The School/Academic Department:** The Provost has responsibility for the Academic and Student Affairs division. The division includes five colleges, the School of Urban Education, the university Library, the Institute for Community Engagement and Scholarship, Student Services and Enrollment Management.
Salary Range: $22.95 - $33.77 per hour/ $47,920 - $70,512 annually, depending upon qualifications.

Application Procedure:
Applications will only be accepted through the State of Minnesota Employment site at http://mn.gov/mmb/careers/. Applicants may upload a unique and tailored resume and have the system automatically fill in portions of their application. This system also allows you to apply without a resume and complete an application by filling in each section. A progress bar will show what steps remain in the application process. You may also need to respond to screening questions about your qualifications. Applicants may save at any time and return later to complete their application.

* Employment for this position is covered by the MAPE collective bargaining agreement which can be found at: http://www.mn.gov/mmb/images/contract-mape-2015-2017-web-version-final.pdf

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Metropolitan State University 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.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.