**Position Details – MSUAASF**

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| **Classification Title** | Enter MSUAASF Range A,B,C,D or E |
| **Job Code** |  |
| **Working Title**  *\*must be exactly as you wish it to appear to applicants* | **Enter Title that is approved by dean and to be published to applicants** |
| **Position Control Number (PCN)** |  |
| **Incumbent/Former Incumbent** |  |
| **Supervisor** |  |
| **Supervisor Title** |  |
| **Position Type** | Select Staff |
| **Division** |  |
| **Department** |  |
| **Unit** |  |
| **Location** | SCSU Main Campus, 720 Fourth Avenue South, St. Cloud MN 56301  Twin Cities Graduate Center, 9750 Rockford Road, Plymouth, MN 55442 |
| **FLSA** | Exempt or Non-Exempt |
| **Full/Part Time** | Select Full Time or Part Time |
| **FTE** |  |
| **Employment Condition** | Select: Probationary, Fixed Term, Limited or Externally Funded |
| **Work Shift** | Typically 8:00 am - 4:30 pm, some evenings may be required |
| **Work Schedule/Hours/Days** | Typically Monday-Friday, some weekends may be required |
| **Posting Details** | To learn more about the school and department  [Include URLs to Department/School]  **FOR MSUAASF:**  \*Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Association of Administrative Service Faculty (MSUAASF) which can be found here |
| **Salary Minimum** | Enter: Salary |
| **Salary Maximum** | Enter: Salary |
| **Salary Type** | Select: Annual |
| **Classified Status** | Select Unclassified |
| **Bargaining Unit/Plan** | Select |
| **Job Description** | Enter position duties, responsibilities/description, etc. |
| **Required Qualifications** | Enter Minimum Qualifications from Position Description   * Evidence of demonstrated ability to work with persons from culturally diverse backgrounds. |
| **Preferred Qualifications** | Enter Preferred Qualifications from Position Description |
| **About** | Founded in 1869, St. Cloud State is an award-winning regional public university and proud member of the Minnesota State Universities & Colleges system. The 100-acre campus is about an hour northwest of Minneapolis and St. Paul, along the oak-crowned west bank of the Mississippi River. St. Cloud State students prepare for life, work and citizenship by exploring the world around them and making it better. St. Cloud State employees value active and applied learning, community engagement, sustainability, and global and cultural understanding. These commitments complement more than 200 majors, minors and pre-professional programs, 60 graduate programs and 250 student clubs and organizations. St. Cloud State began as a normal school in 1869 and became St. Cloud State Teachers College in 1921. Bachelor’s degrees were first offered in 1925. Master’s degrees debuted in 1957. In 1975, the institution became St. Cloud State University. In recent years, the University added applied doctoral programs in Higher Education Administration and Educational Administration and Leadership. A diverse mix of students from Midwestern towns and U.S. metropolitan areas are learning alongside more than 1,000 international students from about 80 nations.  Additional information on St. Cloud State University can be found at: <http://www.stcloudstate.edu> |
| **Other Requirements** |  |
| **Benefits Info** | **Why Work For Us:**  GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year. |

**Posting Detail Information**

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| Posting Number | Auto Generated |
| Number of Vacancies |  |
| Re-posting | Select No (for unique situations discuss with your HR Business Partner) |
| Desired Start Date |  |
| Position End Date (if temporary) |  |
| Open Date | Leave blank – HR completes prior to posting. Positon will be posted for 14 or 30 days, please consult with your HR Business Partner. |
| Close Date | Leave blank – HR completes prior to posting. |
| Open Until Filled | Select No |
| Accept Applications | Select Yes |
| Special Instructions Summary |  |
| Advertising Summary | **Enter Departmental Recruitment Plan Information. Advertising Summary replaces the Affirmative Action Recruitment Plan.**  ***List Departmental Recruitment***   * This includes journals, newsletters, websites, publications, departmental affiliations and other departmental specific sources where position will be advertised.   ***List Paid Advertising***  .   * Other departmental paid advertisements: Department and/or division assumes the cost and responsibility of posting the advertisement.   **Human Resources will post all NOVs on the following sites**:   * SCSU Employment Opportunities online at <https://stcloudstate.peopleadmin.com/> * Minnesota State   [https://minnesotaschools.peopleadmin.com/institution\_jobs](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fminnesotaschools.peopleadmin.com%2Finstitution_jobs&data=02%7C01%7Crdbertram%40stcloudstate.edu%7C65c3c055088348f69df408d8694629ae%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637375097349285864&sdata=srUaAOEwJpk0Yr%2B%2Bgd%2FDvPtZzrTboLxXmC5iiONMdQE%3D&reserved=0)   * Higher Ed Jobs [http://www.higheredjobs.com/](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.higheredjobs.com%2F&data=02%7C01%7Crdbertram%40stcloudstate.edu%7C65c3c055088348f69df408d8694629ae%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637375097349295856&sdata=Pm7E6nWCQq48SkjjWA1TK9XRYTNKkxGlT4p6EBHd3mc%3D&reserved=0) * Minnesota Works [http://www.minnesotaworks.net](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.minnesotaworks.net%2F&data=02%7C01%7Crdbertram%40stcloudstate.edu%7C65c3c055088348f69df408d8694629ae%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637375097349295856&sdata=uZMKudOxzk7RHpe4ILdlQgKgYDec%2BAa%2FohLGbOJHnFA%3D&reserved=0) * HERC (Higher Ed Recruiting Consortium) |
| Posting Contact | Enter – must be completed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Search Committee Chair  [list position title here] Phone:  E-mail: |
| Internal Notes | If applicable, list special instructions to HR. Otherwise, leave blank. |
| Equal Employment Opportunity Statement | St. Cloud State University is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, LGBT, persons with disabilities and veterans. St. Cloud State University does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, gender identity, gender expression, or status as a U.S. veteran. The Title IX coordinator at St. Cloud State University is Chocoletta Simpson. For additional information, contact the Office of Institutional Equity & Access, (320) 308-5123, Admin. Services Bldg. Rm 121 |
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**Budget Information**

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| Cost Center Name |  |
| Cost Center Number |  |
| Percentage Funded |  |

**Supplemental Questions** (Select Supplemental Questions. Office for Institutional Equity & Access (OEA) reviews)

\*Questions included: Citizenship, Master’s/Ph.D., Internal, How did you learn about the position, Equity and Inclusion question etc. \*These questions can pertain to the required qualification to filter an applicants’ qualifications. Questions can be predefined or open ended.

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**Documents Needed to Apply** (Select. Office for Institutional Equity & Access (OEA) reviews)

\*Can include Department specific documents. Example: Portfolio, Evidence of Teaching Effectiveness, Teaching Philosophy etc.Ability to make these documents optional or required. \*Applicant will not be allowed to submit application without identified required documents uploaded

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| Required Documents | Resume/CV  Cover Letter  Three Professional References  Unofficial Transcripts (official will be required if advanced) |
| Optional Documents |  |

**Search Committee Members** (\*indicates Search Chair – must complete)

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NOV Approval:

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Hiring Manager Date