

Job Posting

Job Title Information Officer 2

Job ID 18216

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Unlimited

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Job Details

Job Class: Information Officer 2

Working Title: Marketing & Communications Coordinator

Who May Apply: Open to all qualified job seekers

Date Posted: 11/14/2017

Closing Date: 11/30/2017

Hiring Agency/Seniority Unit: MN St Colleges & Universities System Office/MAPE

Division/Unit: Minnesota State Marketing and Communications

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: yes-occasionally

Salary Range: \$19.97 - \$29.00/hourly; \$41,697 - \$60,552/annually

Classified Status: Classified

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

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

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This position increases public awareness of Minnesota State and its colleges and universities by managing its various brand assets, marketing and communications material development projects and events.

Qualifications

Minimum Qualifications:

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

Bachelor's degree in communication, journalism, public relations, marketing, or related field

- Three (3) years of professional communication and/or marketing experience or equivalent combination of education and experience
- Experience deploying social media tools to advance organizational objectives
- Demonstrated graphic design skills
- Demonstrated journalistic photography and videography skills
- Demonstrated written communication skills sufficient to write, prepare, edit, and proof materials for a wide range of writing assignments including publications, web content, presentations, press releases, talking points, articles, op-ed pieces, etc.
- Computer software skills including knowledge of word processing and presentation design
- Organizational and project management skills sufficient to manage multiple projects simultaneously, attend to numerous details, deliver results and meet deadlines
- Demonstrated experience maintaining a work environment that respects and values differences and diversity

Preferred Qualifications:

- Five years of professional communication and or marketing experience
- Project Management Institute (PMI) certification

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 a Motor Vehicle Records check.

Application Details

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/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 and dental insurance with low deductibles, 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

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Jessica White at jessica.white@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. Please indicate what assistance is needed.



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