

Job Posting

Job Title System Manager Office 365 Services - Information Mgmt Srvcs Div Dir

Job ID 16260

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Unlimited

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Job Details

Job Class: Information Management Services Division Director

Working Title: System Manager - Office365 Services

Who May Apply: Open to all qualified job seekers

Date Posted: 09/08/2017

Closing Date: 10/02/2017

Hiring Agency/Seniority Unit: MN St Colleges & Universities /Managerial Plan

Division/Unit: System Office/IT

Appointment Type: Unlimited/Full-Time

Days of Work: M-F

Travel Required: Yes - 10%

Salary Range: \$40.89 - \$58.54/hourly; \$85,378 - \$122,231/annually

Classified Status: Classified

Bargaining Unit/Union: 220 - Manager/Unrep

Connect 700 Program Eligible: Yes

Job Summary

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This position works within the Information Technology Services (ITS) division and is accountable for determining, securing, and allocating staff, financial, and other resources to lead in the design, development, testing, implementation, operation, campus coordination, communication, and maintenance of the enterprise Office365 single tenant services. Provides the leadership that ensures the mission critical Office 365 service is able to meet academic and business needs for all Minnesota State students, faculty, and staff. This position is responsible for the leadership of developers and system administrators to proactively recommend, implement, and manage the enterprise Office365 single tenant ever changing suite of services. Work closely with the vendor(s), campus staff, campus leadership, system office staff, and leadership to define policies, processes, implement enhancements, while providing a highly available 24 hour, 7 days per week, 365 days per year mission critical service to both the learning and business environments.

Qualifications

Minimum Qualifications:

Resume must reflect all minimum qualifications (work experience in chronological order, is most helpful)

- Bachelor's degree in information systems or related area, or equivalent work experience, or combination of education and work experience.
- Five (5) years managing an information technology Microsoft administration team.
- Three (3) years of experience with all aspects management of the Microsoft Office365 services including unified messaging and communications.
- Three (3) years knowledge and experience with active directory.
- Demonstrate excellent project management, written and verbal interpersonal communication with strong organizational skills.
- Self-motivated with high degree of initiative and excellent follow-up skills, along with strong analytical and problem-solving skills.

Preferred Qualifications:

- Master's degree in information systems or business administration.
- Experience in information technology in a large, multi-campus, distributed higher education system.
- Experience in enterprise-level system deployments, upgrades, conversions, and operations.
- Experience with operations and management of a unified communications service.

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

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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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