

Program Manager II, Collaborative Urban and Greater
Minnesota Educators of Color Program (1-Year Term
Appointment)
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=132036>

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Posted Oct. 22, 2019, expired Feb. 21, 2020

Job Title Program Manager II, Collaborative Urban and
Greater Minnesota Educators of Color Program (1-
Year Term Appointment)

Department

Institution The University of St. Thomas
St. Paul, Minnesota

Date Posted Oct. 22, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Educational Services

Apply Online Here [https://staffemployment-
stthomas.icims.com/jobs/4439/program-manager-
ii%2c-collaborative-urban-and-greater-minnesota-
educators-of-color-program-%281-year-term-
appointment%29/job?in_iframe=1](https://staffemployment-stthomas.icims.com/jobs/4439/program-manager-ii%2c-collaborative-urban-and-greater-minnesota-educators-of-color-program-%281-year-term-appointment%29/job?in_iframe=1)

Apply By Email

Job Description

Program Manager II, Collaborative Urban and Greater Minnesota Educators of Color Program (1-Year Term Appointment)

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Program Manager opportunity within the School of Education.

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The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

- Up to 100% tuition remission for employees, spouses, and dependents upon eligibility
- A generous Employer retirement contribution of 9.4% of annual salary upon eligibility
- Medical, dental, and vision options
- Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

The Program Manager will lead the Collaborative Urban and Greater Minnesota Educators of Color program and support teacher residency partnerships. This is a public/private partnership with the State of Minnesota with the goal of increasing the diversity of the teaching profession in Minnesota.

This position is a two-year appointment, with possible renewal dependent on continuing grant funding.

ESSENTIAL FUNCTIONS

- Oversee the recruitment, enrollment, retention, and induction of 18 highly qualified individuals that meet the requirements of the CUGMEC Scholarship Program and/or teacher residencies
- Convene a scholarship award committee to review and award CUGMEC Scholarships in accordance with the Grant
- Create and coordinate affinity groups for CUGMEC recipients, including engaging CUE and residency alumni to serve as mentors
- Prepare and file all reports as mandated by any and all grantors and by the university
- Collaborate with the Assistant Director of Community Engagement and Recruitment to build partnerships that support enrollment and mentoring goals of the CUGMEC Scholarship Program and



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teacher residency partnerships

Work with department chairs to advance DEI practices across the curriculum

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in a relevant field

Five years of program administration experience

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

Preferred Qualifications

Master's degree in Education with a minimum of 18 credit hours in licensure

Three years of K-12 teaching or special education experience

Experience with collaborative school and community-based initiatives

Demonstrated commitment to diversity, equity, and inclusion

Strong written and oral communication tools

Experience working on externally funded projects and seeking external funding

Experience in recruiting and prospective student engagement

Knowledge of Teacher Preparation Programs, Minnesota State Licensure rules and statutes, and the Council for the Accreditation of Educator Preparation standards; techniques for dealing with the staff and the public, in person and over the telephone; principles and techniques of making effective oral presentations

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer



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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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