This position description accurately reflects my current job. This position description reflects the employee's current job.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Control Number: 01088934</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division: ASA</td>
<td>Classification Title: Management Analyst 4</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Working Title: Real Time Talent Program Spec</td>
</tr>
<tr>
<td>☐ Non-Exempt</td>
<td>☒ Exempt: ☐ Executive ☐ Professional ☐ Administrative</td>
</tr>
<tr>
<td>☒ Unlimited ☐ Seasonal ☐ Temporary ☒ Limited</td>
<td>If Exempt, attach required documentation</td>
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<tr>
<td>☒ Full-time ☐ Part-time ☐ Intermittent</td>
<td>If seasonal, list months during the season worked</td>
</tr>
<tr>
<td>Percent if not full-time ____ %</td>
<td>Date Prepared:</td>
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</tbody>
</table>

**POSITION PURPOSE**  
*(why position exists; how it helps accomplish mission of the department/division)*

This position will assist in the initial launch of a project called Real Time Talent (formerly known as the Itasca Workforce Alignment project). The Real Time Talent project is supported by a collaboration of agencies and employers who support the use of data-driven decision making for new or revised academic programs, assistance for students with internships or job seeking, employer engagement in program advisory committees, and possibly foundation relations. This position will assist our colleges and universities in managing their use of the data tool (Wanted Analytics) and building an understanding of the various uses of data, how to interpret data and how to promote usage among college, university and other constituents.

The Real Time Talent (RTT) project is focused helping a wide variety of decision makers incorporate real time job posting data using Wanted Analytics into their decision making processes. Some sample uses that the RTT organization will support include:

- Helping academic faculty and leaders modify curriculum or choose which programs to offer, scale up, or scale down to meet the needs of students and the economy
- Helping academic, nonprofit, and workforce center counselors support students and job seekers in choosing educational investments and securing living wage employment
- Helping government agencies, foundations, and policy makers understand and support the current job market
- Helping employer associations and chambers of commerce support employers in meeting their talent needs

**RESPONSIBILITIES AND RESULTS**

1. Develop an approach to working with faculty, academic deans and workforce development intermediaries on change leadership to make best use of real-time labor market data and information for analysis and decision-making.
   - Support users with technical assistance on Wanted Analytics and/or connect to technical assistance provided by the vendor.

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o Support and assist users with analysis of data by referring users to labor market analysts at DEED or assisting users in understanding the limitations of data and information.

o Support college and university faculty/staff, workforce center staff and other RTT stakeholders to understand the variety of uses of data and information

**Priority: Essential Percent of Time: 45%**

2. Support the Real Time Talent organization, including the executive director and other staff, with organizational and operational tasks.
   o Identify opportunities to present information on the RTT project to senior academic, student affairs and workforce leaders.
   o Assist in the development of agendas and materials for governance meetings, including researching and preparing presentations, and facilitating, with support staff, meeting logistics.
   o Support fundraising and grant development in support of the RTT organization.

**Priority: Essential Percent of Time: 30%**

3. Manage external communications and outreach to increase stakeholders’ awareness of the capabilities and resources available from the RTT project.
   o Develop and implement a communications plan. Work collaboratively with the DEED and other stakeholders on communication strategies.
   o Participate in national organizations that support the use of real time labor market information and data.
   o Periodically evaluate effectiveness of communication efforts through surveys and other means to be determined.

**Priority: Essential Percent of Time: 20%**

4. 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.

**Priority: Secondary Percent of Time: 5%**

*Priority: Essential* = if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; *Secondary* = if not essential, then responsibility is secondary; *Discretion (optional)*: A-Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor,...reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

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KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications *(expected to have to enter job)*
Bachelor’s degree in business, education or related fields
Four years of project management experience with multiple constituents that responds to complex issues
Excellent presentation skills are required presenting information to large and small groups
Knowledge of Minnesota’s public and private colleges and universities
Familiarity with labor market and career information

Preferred Qualifications *(desired but not expected to have to enter job)*
Master’s degree
Extensive use of labor market data and tools
Experience with evaluation methods
Extensive experience in workforce development, career and technical education, as well as a history of excellent working relationships with MnSCU, DEED, and other workforce intermediaries.

RELATIONSHIPS

This Position Reports to: MnSCU Administrator 9

Supervises; None

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*
This position will interact with the following people and organizations at a professional and highly visible level: business and industry partners; MnSCU system office staff; college and university administrators; faculty and staff; representatives of other educational institutions and non-academic professional associations and interest groups; government officials; legislative aides; and representatives of other State agencies.

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*
This position must be able to assess the needs of students, campuses, industry partners and the constituents involved in this collaboration offer real time recommendation on how to best utilize the resources available through this partnership.
Decision(s) Position Makes and Decision(s) Referred to Higher Authority
The individual in this position reports to the senior system director and is part of a work team environment, which is often self-directed due to fluctuating workload, varied tasks and time sensitive demands, and work schedules of staff and institution colleagues. This individual is allowed to respond to general and specific questions/requests from colleagues and external stakeholders in a timely manner, determine priorities based on timelines/need, is expected to be self-starting and self-directed in office management and to promote increased efficiency.

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

To apply for this position, click here