MINNESOTA STATE UNIVERSITY, MANKATO
POSITION VACANCY NOTICE
MAPE

POSTING DATE: 11-23-2023
EXPIRATION DATE: 12-1-2023

ANNOUNCEMENT NUMBER: 09-1175
CLASSIFICATION: Management Analyst 3
EMPLOYMENT CONDITION: Full-Time, Unlimited
SHIFT: Monday - Friday, 8:00 AM - 4:30 PM*
LOCATION: Office of the Provost
SUPERVISOR: Jennifer Veltsos Ext. 1333

Permanent classified employees that occupy positions in the seniority unit in the same classification/class option may indicate their interest in filling the above vacancy by submitting a completed bid application along with a resume to the HUMAN RESOURCES OFFICE prior to 4:30 pm on the expiration date.

POSITION PURPOSE:
The Curriculum Specialist coordinates day-to-day activities related to developing and managing the academic curriculum. This position assists departments with academic planning, monitors the academic portfolio, assists with the review of curriculum proposals, and performs other duties as assigned to support a high quality academic curriculum and the work of the Office of the Provost.

*Academic Year Hours: 8:00 AM - 4:30 PM; Summer Hours: 7:30 AM - 4:00 PM

**Based on the essential functions of this positions, MMB Policy #1422, and University policies relating to flexible work, this position is eligible for the following work modes: Up to 95% of the time. Telework: A position with a work arrangement that allows an employee to perform work on a regular basis at a telework location that is not the employee’s permanent/principal work location.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at [http://www.mnsu.edu/safety/](http://www.mnsu.edu/safety/). You may also request a paper copy from University Security at 507-389-2111, or by emailing security@mnsu.edu.

NOTICE: In accordance with the 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 vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 387-2015 (V) or (800) 627-3529 (MRS/TTY).