

MINNESOTA STATE UNIVERSITY, MANKATO
POSITION VACANCY NOTICE
MIDDLE MANAGEMENT ASSOCIATION

POSTING DATE: 5-8-2026
EXPIRATION DATE: 5-14-2026

ANNOUNCEMENT NUMBER: 09-1374
CLASSIFICATION: State Program Administrator Supervisor Senior
EMPLOYMENT CONDITION: Unlimited, Full-Time
SHIFT: Monday - Friday, 8:30 AM - 5:00 PM
LOCATION: Speech, Hearing and Rehab Services
SUPERVISOR: Sheen Chiou PHONE: Ext. 5840

Permanent or probationary classified supervisors in the same class and seniority unit who meet the posted qualifications may indicate their interest in filling this vacancy by submitting a written application to the Office of Human Resources by or before the expiration date.

POSITION PURPOSE:

This position provides comprehensive leadership and oversight for the Center for Communication Sciences and Disorders, including supervising clinical staff and students, coordinating clinical education, and managing daily center operations. The position develops community partnerships, leads marketing and outreach for clinical services, and supports innovative service-delivery models. It ensures compliance with accreditation, licensure, credentialing, and billing standards while managing budgets, grants, and faculty/student credentialing processes. The role also oversees and manages scheduling, electronic medical record systems, third-party billing, and numerous clinical programs and partnerships. Additionally, the role provides clinical supervision, coordinates student orientations, manages center documentation and certification hours, maintains program materials, and performs duties essential to supporting the university and department's mission/vision and community reputation.

*This position requires a valid driver's license.

**This position requires a passing background check.

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/>. 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) 389-2015 (V) or (800) 627-3529 (MRS/TTY).