



Administrative/Operations Professional, 100% position

POSITION OVERVIEW:

The Administrative/Operations Professional (Administrative Associate 1, 8208A1) is a 100% FTE University employee positioned in the Center for Advanced Studies in Child Welfare (CASCW) at the School of Social Work. CASCW has joined the Minnesota Department of Human Services (DHS) in a joint project to co-create and operate the Minnesota Child Welfare Training Academy (MNCWTA). The Administrative/Operations Professional serves as a critical member of the integrated teams of DHS and the University. This position is responsible for the planning and implementation of the Academy's purchasing and contracting work that is held within the University. This position has the delegated authority to make managerial, operational, and financial decisions, in coordination with the CASCW Administrator. The Administrative/Operations Professional will provide support in the establishment and ongoing operations of the new Minnesota Child Welfare Training Academy.

This position will report to Evaluation and Credentialing Supervisor, TBD, and will be located off campus at the Minnesota Child Welfare Training Academy, which is two miles north of the St. Paul Campus.

REQUIRED QUALIFICATIONS:

- BA/BS in business or public administration or other related field, with at least four years of related experience or a combination of education and related work experience equal to eight years
- Demonstrated relational skills, involving collaboration, teamwork, and consultation
- Experience managing facility and/or lease space
- Experience in performing administrative, budgetary, operational or similar analysis
- Experience working independently using strong organizational skills, including managing multiple tasks effectively and keeping track of deadlines
- Established commitment to diversity and cross-cultural communication
- Proven problem solving skills

PREFERRED QUALIFICATIONS:

- Four years of experience in coordination of applicable project or program in higher education
- Familiarity with UMN systems, operations, and financial policies
- Experience in program coordination and leadership
- Familiarity with child welfare





JOB RESPONSIBILITIES:

1) Financial Oversight (20%)

Significant responsibilities include budgetary, financial, and grant management. The incumbent must manage the development of budgets and the oversight of expenditures undertaken by staff members.

- a. Liaise with the CASCW Administrator regarding all of the purchasing and contracting at the Academy.
- b. Manage the development of budgets.
- c. Responsible for the discretion and interpretation of federal funding guidelines and related College and University policies as they relate to project expenditures.
- d. Creates and maintains monthly financial reports.

2) Evaluation and Credentialing Team Support (40%)

The incumbent provides ongoing support to research and curriculum staff within the Academy, in order to make the administration of research and evaluation activities more efficient.

- a. Provide administrative support to the research group.
- b. Develop systems to increase efficiencies in research and curriculum administration (e.g. tracking documents and training requirements, etc).
- c. Complete ongoing tracking of all aspects of Academy research and curriculum, including grant proposal submissions, awards, IRB, required training for staff, course development numbers, curriculum development requests etc.

3) Operations and Facility Management (40%)

- a. Provide overall support to the administrative team regarding the Academy operation activities.
 - b. Develop and oversee organization workflow
 - c. Keys recording and tracking
 - d. Reception
 - e. Oversight Coordinating security
 - f. Oversee and manage building/facilities including but not limited to
 - i. Execution of emergency protocols
 - ii. Maintaining and implementing the annual maintenance schedule for space, equipment etc.
 - iii. Space management
 - iv. Coordinate with and execute local duties related to phone line assignments, the electronic reservation system etc.
 - v. Serve as the Department Facilities Representative and manage corresponding responsibilities (e.g. key management etc.)
 - g. Responsible for the operation of 4 Regional Learning Centers in Greater Minnesota, including all aspects of facility coordination, equipment, access, maintenance etc.
 - h. Organize administrative and operations meetings within the Academy.
- 

- 
- i. Order supplies for the Academy and staff and research/implement new equipment when necessary.
 - j. Supervise and delegate work to student staff
 - k. Attend monthly Academy team meetings.
 - l. Participate in bi-weekly supervision.
 - m. Participate in other meetings and/or activities as assigned.

ABOUT THE DEPARTMENT:

Minnesota Child Welfare Training Academy

The MNCWTA is a partnership between the University's CASCW (see below) and the MN Dept. of Human Services. The newly formed MNCWTA is responsible for the training and professional development of Minnesota's county and tribal child welfare frontline staff and supervisors. This dynamic team is in the process of redeveloping its curriculum, training modalities, evaluation processes etc. The MNCWTA occupies a newly renovated building off campus, in Roseville, MN. Just minutes from the St. Paul campus.

Center for Advanced Studies in Child Welfare

The Center for Advanced Studies in Child Welfare (CASCW) was established in 1992 with federal Title IV-E funding and a grant from the Bush Foundation. The Center brings the University of Minnesota together with county, tribal, state and community social services in a partnership dedicated to improving the lives of children and families involved with public child welfare. Substantial funding for the Center continues to come from federal Title IV-E funds and support from the University of Minnesota, the College of Education and Human Development and the School of Social Work. CASCW fulfills its mission by focusing its efforts around three primary areas: Professional Education, Outreach, and Research & Evaluation.

Mission: To improve the well-being of children and families who are involved in the child welfare system by: educating human service professionals, fostering collaboration across systems and disciplines, informing policy makers and the public, and expanding the child welfare knowledge base.

Guiding Values: All children deserve competent and effective child welfare services to promote safety, well-being and permanency, Effective child welfare workers require continual professional development that is financially, geographically and culturally accessible, Effective child welfare training, education, policy and evaluation is multidisciplinary, multicultural and collaborative in nature, Child welfare evaluation informs policy and practice resulting in better outcomes for children and families, Policy makers and the public make effective decisions when provided with current, relevant, and accurate child welfare information.

School of Social Work

Founded in 1917, the School of Social Work at the University of Minnesota–Twin Cities is the oldest social work program in a public land-grant university. SSW is a unit within



the College of Education and Human Development, one of the leading colleges of education and human development in the country with programs and research in areas such as educational psychology, child development, organizational leadership, family social science, and disabilities. The School offers a number of educational programs at the graduate and undergraduate levels. Graduate degree programs include a PhD in social work, a Master of Social Work, and a Master of Education in Youth Development Leadership. At the undergraduate level, the School offers a Bachelor of Science in Youth Studies, and minors in Family Violence Prevention, Youth Studies, and Social Justice. For more information please visit: <http://www.socialwork.umn.edu>

College of Education and Human Development

The College of Education and Human Development (CEHD) is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, houses seven departments with ten undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty and staff; 38.4% of our new first year students are students of color and more than 265 of our international students represent over 51 different countries. For further information: <http://www.cehd.umn.edu/about/default.html>.

CEHD and the University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

HOW TO APPLY:

Applications must be submitted online.

To access the job posting, visit <https://humanresources.umn.edu/content/find-job> and follow the 'Apply Now!' instructions. Once you are logged into the employment site, please enter the job ID, 338194, in the keywords box under Basic Search.

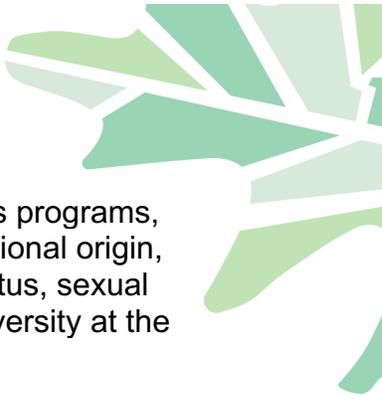
You will be given the opportunity to complete the online application for the position and attach a cover letter and resume.

**To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).*

DIVERSITY:

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.





The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

BACKGROUND CHECK INFORMATION:

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

ABOUT THE U OF M:

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.