

Senior Director of Hockey Operations (PO24008)

Position Details

Position Information

Classification Title

Working Title

Senior Director of Hockey Operations (PO24008)

Hire Types

Staff

Division

President's Office

Department

Intercollegiate Athletics

Unit

Intercollegiate Athletics

Location

Mankato

FLSA

Non-Exempt

Full/Part Time

Full Time

FTE

1.0

Employment Condition

Probationary

Work Shift

Work Schedule/Hours/Days

Posting Details

APPLICATION DEADLINE: Review of applications will begin on May 16, 2024, and continue until the position has been filled.

POSITION: Probationary; Range C*

Salary Minimum

\$45,352

Salary Maximum

\$91,288

Salary Type

Depends on qualifications

Bargaining Unit/Plan

211, MSUAASF

Job Description

Serve as the Director of Hockey Operations for the Division I Men's Hockey program by managing all aspects of the operations of the program in accordance with NCAA and University rules and regulations. The Senior Director must have expertise in the areas of the operations of a collegiate athletic department in general and specifically, all aspects of intercollegiate hockey operations. This would include facilities management, complex travel and scheduling logistics, video recording/editing equipment and software, hockey statistics and analytics, program equipment needs, academic advising and development, budgeting and fundraising, NCAA compliance and all other operational aspects of the hockey program as it relates to various university, Minnesota State and State of MN policies and procedures. The Senior Director of Hockey operations must possess and continually develop expertise in the areas of learning theory and student academic development.

Required Qualifications

- Master's Degree plus 1 Year Direct Professional Experience OR Bachelor's Degree plus 3 years direct professional experience working within a college or university athletic department relating to one of more of the following: game

management, team operations, event coordination, or video editing/production coordination, OR direct hockey operations experience at the Junior, National Organization (USA Hockey) or Professional level.

Preferred Qualifications

- Demonstrated skills in athletic operations management and administration.
- Demonstrated complex knowledge and understanding of an athletic department, including but not limited to a collegiate varsity Division 1 hockey program.
- Demonstrated negotiating and closing skills.
- Strong interpersonal skills involving multiple constituencies both internal and external to the University and be able to establish effective goal-orientated relationships with coaches, staff, University colleagues, and members of the general public.
- Experience establishing and maintaining professional networks with campus, local, national persons, and organizations.
- Demonstrated Experience providing direct academic support and career development with college student athletes. Ability to learn student record system as well as various programs and technologies to provide academic advising to collegiate level student athletes.
- Working knowledge of Microsoft Office, Cloud and hockey specific video software (Catapult Thunder).
- Ability to acquire and follow proper State, Minnesota State and University regulations as they apply to the operations of the Division 1 hockey program.
- Strong planning, organization and prioritization skills and the ability to implement and maintain strategic plans and multiple complex projects.
- Demonstrated commitment to fostering a diverse working and learning environment.

Other Requirements

Work safely at all times, which includes but is not limited to, participating and completing all required safety trainings, as well as performing all job tasks in accordance with Minnesota State University, Mankato policies and procedures utilizing appropriate tools, equipment and personal protective equipment.

Travel Required – Yes, 50% of the time.

Driver's license required.

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:

- Exclusively On Campus: A position that requires the employee to perform all their work at their campus work location

About

ADDITIONAL INFORMATION:

Additional information on Minnesota State University, Mankato can be found at:

www.mnsu.edu

- **The salary range denoted above is the contractual range; however, salary upon hire is dependent upon qualifications and experience.**

University Demographics

Minnesota State University, Mankato is a member of the Minnesota State system. Minnesota State has established a strategic vision, Equity 2030, which aims to close the educational equity gaps across race and ethnicity, socioeconomic status, ability, and geographic location by the end of the decade at every Minnesota State college and university and to provide an opportunity for all Minnesotans to create a better future for themselves, for their families, and for their communities. The focus of the work includes:

- Enhancing access and student success.
- Providing Minnesota with the talent it needs.
- Anchoring the communities and regions we serve.

Equity 2030 seeks to bridge efforts occurring within divisions and institutions, creating an intentional statewide culture of equity-minded collaboration and resulting in equitable practice embedded throughout our institutions. The full Equity 2030 plan is linked here.

<https://www.minnstate.edu/Equity2030/index.html>

Minnesota State University, Mankato has identified five broad themes as our basis for discussion in developing our next comprehensive strategic plan. The themes are Serving Students and Managing Enrollment, Focusing our Resources, Offering an Exceptional Student Experience, Caring for Health and Well-Being, and Ensuring a Welcoming, Equitable, and Inclusive University. We seek to attract teacher-scholars who will be culturally and academically diverse faculty members, and staff with a demonstrated commitment to creating an inclusive learning and working environment. Minnesota State University, Mankato, is student-centered and focuses on applied research that expands knowledge; improves learning; and serves the region, state, and nation.

Founded as a Normal School in 1868, Minnesota State University, Mankato is now the second largest university in Minnesota with a tradition of combining big-ideas with real-world thinking to find solutions for pressing problems in the state, region, and global society. Mankato, Minnesota, is a community of nearly 44,500 people, about 85 miles southwest of the twin cities of Minneapolis and St. Paul. The University acknowledges the land and the tribal nations upon this land whose work is being accomplished. We acknowledge that we are on Dakota land. We also take the opportunity to recognize that we live, work, and learn in the homeland of the Dakota people, whose language frames our name—Minnesota State University, Mankato.

Serving approximately 17,900 students annually, the University is an applied research institution, with more than 200 academic programs, from bachelor's through doctoral degrees. The University is a diverse and global campus with 18% students of color and 1,175 + international students from 95 countries, cutting-edge information technology solutions and extensive partnerships. With 1,600 faculty and staff, including 700 teaching faculty. The University has additional locations and a growing number of on-line programs to accelerate educational access and opportunity. These locations include partnerships in northern Minnesota's the iron range region. Fast facts about the university can be found here: <https://mankato.mnsu.edu/about-the-university/fast-facts/>

APPLICATION PROCEDURES:

To apply for this position, please continue the process via this website:

<https://minnesotastate.peopleadmin.com/>

A complete online application will include the following attachments. Incomplete applications will not be reviewed by the search committee.

- Cover Letter
- Non-Photo Resume/Curriculum Vitae

- Contact Information for three (3) references
- Unofficial Transcript(s) of your highest completed degree
- A brief (no more than one-page) diversity statement presenting a commitment to or experience working in an equity-minded environment

CONTACT INFORMATION:

Tim Marshall
 Senior Deputy Director
 Intercollegiate Athletics
 135 Myers Field House
 Minnesota State University, Mankato
 Phone: 507-389-5884
 TTY: 800-627-3529 or 711
 Email: timothy.marshall@mnsu.edu

*Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Administrative and Service Faculty which can be found at: <https://admin.mnsu.edu/human-resources/our-benefits/bargaining-units-and-personnel-plans/>

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 MN State’s vehicle use criteria and consent to a Motor Vehicle Records 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: <https://www.mnsu.edu/university-life/health-and-safety/university-security/personal-safety-and-alerts/annual-security-and-fire-safety-report/> You may also request a paper copy from University Security at 507-389-2111, or by emailing security@mnsu.edu

Benefits Info

The following link provides a brief overview of benefits available to eligible employees of Minnesota State University.

Select the ASF Summary (Administrative & Service Faculty) link from the list for specifics of that plan.

[Benefits Overview](#)

Posting Detail Information

Posting Number

Re-posting

No

Number of Vacancies

1

Desired Start Date

06/05/2024

Position End Date (if temporary)

Open Date

04/26/2024

Close Date

Open Until Filled

Yes

Special Instructions Summary

Accept Applications

Yes

Posting Contact

Sarith Phan

Equal Employment Opportunity Statement

Minnesota State University, Mankato has a long-standing commitment to diversity and is actively seeking to nurture and enrich its underrepresented communities. We also take the opportunity to recognize that we live, work, and learn in the homeland of the Dakota people, whose language frames our name—Minnesota State University, Mankato. Women, minorities, veterans and individuals with disabilities are encouraged to apply. In accordance with USCIS regulations, successful applicants must be legally able to accept work in the United States. Requests for reasonable accommodation of a disability during the application and/or interview process should be made to the Office of Human Resources, 507-389-2015 (V), 800-627-3529 or 711 (MRS/TTY). This Vacancy Notice is available in alternative format upon request. Minnesota State University, Mankato is an affirmative action/equal opportunity University and is a member of the Minnesota State Colleges and Universities System.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * You must include three references to be considered for this position. If you have not attached contact information for 3 references, please go back to the "Documents Needed To Apply" section and do so. Your application will not be considered complete without three references. Please indicate whether you have completed the required reference information.
 - Yes
 - No
2. * You must attach all of the documents listed on the job posting for this position in order for your application to be considered. If you have not done so already, please go back to the "Documents Needed to Apply" section and upload the required documents. Please indicate whether you have uploaded the required documents.
 - Yes
 - No
3. * I understand and acknowledge that I may be required to submit an official transcript of my highest completed degree upon request.
 - Yes
 - No
4. * How did you hear about this position?
 - MSU Website
 - Minnesota State Employment Opportunities
 - HigherEdJobs.com
 - Chronicle of Higher Ed
 - GovernmentJobs.com
 - MinnesotaDiversity.com
 - Star Tribune
 - Mankato Free Press
 - Personal Contact
 - Executive Search Firm
 - Upper Midwest Higher Ed Consortium (HERC)
 - The Registry
 - Online job board
 - Other
 - Minnesota Spokesman Recorder
 - National Urban League (NUL.org)
 - Association for the Study of Higher Education (ashe.ws)
 - The Diversity Issue 2022

Documents Needed to Apply

Required Documents

1. Cover Letter

2. Non-Photo Resume/CV
3. Transcripts
4. Contact information for three (3) references
5. A brief (no more than one-page) diversity statement presenting a commitment to or experience working in an equity-minded environment.

Optional Documents

None