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| C:\Users\pwean01\Desktop\portal-logo-screen_tcm1077-226393.png | **DEPARTMENT OF TRANSPORTATION** |

**Assistant Information Governance Coordinator**

**Up to $71,367/annually**

**St. Paul, MN**

This position will advance the Information Governance program by providing support to the Information Governance Coordinator. Under supervision, this position provides support and coordination for the MnDOT Information Governance Program, including information and metadata management; records management and the MnDOT records retention schedule; and physical records cataloging, storage, and retrieval.

**WHY WORK FOR US**

We offer excellent employee benefits, such as low-cost health and dental insurance, and affordable dependent coverage. Other benefits include:

* 12 paid holidays per year
* Earn up to 29 paid vacation days a year
* Earn 13 days paid sick time
* Defined pension plan
* Paid life insurance
* Paid parental leave available
* Some telework may be available
* And more!

**MINIMUM QUALIFICATIONS**

A Bachelor’s degree **OR** one-year professional work experience **OR** two years technical/paraprofessional work experience that demonstrates the following:

* Experience gathering and interpreting data to evaluate and identify when business practices should be changed.
* Verbal and written communication experience to create presentations and prepare business documents.
* Experience using computer programs in an office environment (e.g., Excel, Word, PowerPoint, SharePoint, Teams).
* Planning and organizational skills.

**APPLY ONLINE BY 7/17/2024:**

1. Go to [**www.mn.gov/careers**](http://www.mn.gov/careers)
2. Click “**Search open positions**”
3. Enter the Job Opening ID **“78260”** in the Keywords search box and click “**>>**”
4. Click on the Job Title to view the job posting
5. Click “**Apply for Job**”
6. When prompted for your **Referral Source, please list: Other – Ramsey County.**

**Only applicants received on mn.gov/careers will be considered.**

**CONTACT FOR ADDITIONAL INFORMATION:**

**Lena Garcia, MnDOT Recruitment Specialist**

**Lena.Garcia@state.mn.us** **OR 612-257-2388**