

Employment Opportunities

Minnesota State Colleges and Universities

Minnesota State Colleges and Universities is a system comprising 32 state universities, community colleges, technical colleges, and combined community and technical colleges across the state. The system serves approximately 235,000 students annually in credit-based courses and another 130,000 in non-credit courses. About 15,500 faculty and staff are employed on 53 campuses throughout Minnesota. More information about the system and bargaining agreements and pay plans may be found on our web site: www.mnscu.edu

July 18, 2005

ALEXANDRIA TECHNICAL COLLEGE

1601 Jefferson Street
Alexandria, MN 56308

Position:

MnSCU Program Director 1 - College Admissions (Unclassified MAPE)
Transfer and Academic Advising Coordinator

Appointment:

Full-time Unlimited
Year-round

Start Date:

August 29, 2005

Deadline:

August 1, 2005

Send materials to:

Human Resources
Alexandria Technical College
1601 Jefferson Street
Alexandria, MN 56308

Contact:

Shari Maloney
(320)762-4466
Fax: 320-762-4501
Email: sharim@alextech.edu

Responsibilities:

- Coordinate and facilitate college-wide processes that ensure the ease of transfer to other colleges and universities.
- Coordinate articulation agreements.
- Coordinate advising and initially advise undeclared, AS, AA, and PSEO students.
- Provide leadership and training to all academic advisors.

Minimum Qualifications:

- Bachelor's degree
- Three years experience in academic advising, teaching, curriculum development, or related student services
- Computer skills (word processing and email)
- Strong interpersonal communication skills (oral and written)
- Ability to assimilate a wide variety of information, summarize and present in multiple formats to diverse audiences
- Ability to exercise sound professional judgment and convey a professional image
- Highly motivated and experienced in time management

Preferred Qualifications:

- Master's degree
- Additional experience in student personnel administration, higher education administration or a related field
- Familiarity with CAS, DARS, and ISRS systems
- Experience in sales and marketing and/or student services, working with students
- Community involvement
- Computer database and spreadsheet skills

Application Procedure:

Submit letter of application with resume and transcripts.



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position: Horticulture Instructor (Unclassified MSCF-TC Faculty)

Appointment:
Part-time Temporary
Fall semester 2005.

Start Date:
August 18, 2005

End Date:
December 21, 2005

Deadline:
July 29, 2005

Send materials to:
Anoka Technical College
Attn: HR
Department/Horticulture
Faculty Vacancy
1355 W Hwy 10
Anoka MN 55303
FAX: 763-576-4715

Contact:
Human Resources
Department at
763-576-4706.

Responsibilities:

- Teach Plant & Soil Science courses for the ATC Horticulture Program.
- Evaluate student progress.
- Develop and/or revise curriculum.
- Participate in department meetings, advisory committee meetings and college-wide events.
- Perform other duties as assigned by the Academic Dean and/or Vice President of Academic & Student Affairs.

Minimum Qualifications:

- Must possess or be eligible to obtain a MnSCU Vocational Technical License in Horticulture (#010500). For further information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu
- Post-secondary education in horticulture or landscaping
- Professional experience in greenhouse operations, nursery operations, garden store operations or landscaping
- Effective presentation, organization and inter-personal relations skills
- Ability to perform the position responsibilities and work the required schedule

Preferred Qualifications:

- Post-secondary teaching experience
- Bachelor's Degree in Horticulture or Agricultural Education

Application Procedure:

Submit a letter of application, current resume and official college transcript(s).



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position: **Automotive Mechanics Instructor (Unclassified MSCF-TC Faculty)**

Appointment:
Part-time Temporary

Start Date:
August 18, 2005

End Date:
May 19, 2006

Deadline:
July 29, 2005

Send materials to:
Anoka Technical College
Attn: HR
Department/Automotive
Mechanics Faculty Vacancy
1355 W Hwy 10
Anoka MN 55303
FAX: 763-576-4715

Contact:
Human Resources
Department at
763-576-4706.

Responsibilities:

- Instruct, evaluate and advise students.
- Develop and/or revise curriculum.
- Participate in advisory committee meetings, department meetings and college-wide events.
- Maintain current technical knowledge in the automotive field through participation in professional development activities and professional organizations.
- Perform other duties as assigned by the Academic Dean and/or Vice President of Academic & Student Affairs.

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in the Auto Mechanics field (#170302). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu
- Effective presentation, organization and interpersonal relations skills
- Ability to perform the position responsibilities and work the required schedule

Preferred Qualifications:

- Bachelor's Degree or above
- ASE Certification
- Post-secondary teaching experience

Application Procedure:

Submit a letter of application, current resume, and official college transcript(s).



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ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position: Construction Electrician Instructor (Unclassified MSCF-TC Faculty)

Appointment:
Full-time Unlimited

Start Date:
August 18, 2005

Deadline:
July 29, 2005

Send materials to:
Anoka Technical College
Attn: HR
Department/Construction
Electrician Faculty Vacancy
1355 W Hwy 10
Anoka MN 55303
FAX: 763-576-4715

Contact:
Human Resources
Department at
763-576-4706.

Responsibilities:

- Instruct, evaluate and advise students.
- Develop and/or revise curriculum.
- Participate in advisory committee meetings, departmental meetings and college-wide events.
- Maintain current technical knowledge in the field through participation in professional development activities and professional organizations.
- Perform other duties as assigned by the Academic Dean and/or Vice President of Academic & Student Affairs.

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in the Construction Electrician field (#171002). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu
- Must possess a professional electrician's license issued by the Minnesota Board of Electricity.
- Effective presentation, organization and interpersonal relations skills
- Ability to perform the position responsibilities and work the required schedule

Preferred Qualifications:

- Bachelor's Degree or above
- Post-secondary teaching experience

Application Procedure:

Submit a letter of application, current resume, documentation of a current electrician's license, and official college transcript(s).



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CENTURY COLLEGE
3300 Century Avenue North
White Bear Lake, MN 55110

Position:

MnSCU Program Director 2 Student Placement (Unclassified MAPE)

Director of Career Services

Appointment:

Full-time Unlimited
Year-round

Start Date:

August/September 2005

Deadline:

July 27, 2005

Send materials to:

Human Resources Office
Century College
3300 Century Avenue North
White Bear Lake, MN 55110
Fax: (651) 779-5757

Contact:

Betsy Bauer
Telephone: (651) 779-3914
TDD: (651) 779-5795

Responsibilities:

- Provide leadership and coordination of campus-wide services for all constituents of the Career Services Center (enrolled and prospective students, employers, faculty, other agencies, and secondary schools).
- Act as a liaison between business and industry, other colleges, community agencies, and the college.
- Manage workforce programs initiated by the Dean of Student Support Services.
- Assist in the research and data collection related to grants and/or business partnerships.

Minimum Qualifications:

- Knowledge of various resources for Career Services.
- Knowledge and experience in marketing and public relations.
- Computer skills.
- Knowledge and experience in adult education, workplace literacy, and/or industry based training.
- Strong oral and written communication skills.
- Excellent human relations skills.
- Initiative and critical thinking abilities.
- Proficiency in database management and word-processing.
- Advanced writing skills for use in office communication, production of brochures and handouts, and grant narrative preparation.
- Ability to organize, analyze, and present qualitative and quantitative data related to program services and outcomes.

Preferred Qualifications:

- Master's degree in education, social services, business or equivalent field.
- Three or more years experience in program development and leadership.
- Demonstrated ability to work with businesses, community groups, and students.

Application Procedure:

Submit the application form from Century's website at

<http://www.century.mnscu.edu/humanresources/jobopenings.aspx>, a letter of interest, resume and copies of transcripts.



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

DAKOTA COUNTY TECHNICAL COLLEGE
1300 145th Street East
Rosemount, MN 55068

Position:

Librarian (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

As Soon As Possible

Deadline:

July 29, 2005

Send materials to:

Librarian Search Committee
C/O Human Resources
Dakota County Technical College
1300 145th Street East
Rosemount, MN 55068-2999

Contact:

hr@dctc.edu

651-423-8411

651-423-8564

Responsibilities:

- Oversee operation of library
- Provide work direction to two part-time Library Technicians.
- Oversee selection of books and other library resources.
- Oversee interlibrary loan services.
- Provide direction for migration from PALS to ALEPH

Minimum Qualifications:

- Master's Degree in Library Science or equivalent field
- Knowledge of MINITEX, PALS, OCLC Cataloging software.
- Strong computer skills
- Strong organizational skills
- Strong written and oral communications skills
- Strong interpersonal skills; ability to work with diverse populations

Preferred Qualifications:

- Experience working with diverse student populations
- Training in ALEPH

Application Procedure:

Submit resume with cover letter which addresses how previous experiences can be used to accomplish the position requirements. The resume/cover letter may be sent to the address at left, or emailed to hr@dctc.edu.

DCTC application forms will be sent out after receipt of letter/resume or applicants may retrieve them at our website: www.dctc.edu/about/employment.asp



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

Auto Body Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Temporary

Start Date:

August 9, 2005

End Date:

May 15, 2006

Location:

Brooklyn Park

Deadline:

August 5, 2005

Send materials to:

Human Resources
Hennepin Technical College
9000 Brooklyn Blvd.
Brooklyn Park, MN 55445

Contact:

Missy Miller
Human Resources
Phone: (763) 488-2494
E-Mail:
missy.miller@hennepintech.edu
Fax: (763) 488-2992

Responsibilities:

- Teach evening instructional lecture and lab courses.
- Recruit and work directly with industry sponsors in the teaching of each student's internship courses.
- Work as a team with the transportation faculty at the Brooklyn Park Campus.
- Develop and keep current the curriculum and instructional materials for the program.
- Utilize computer technology in the development and presentation of instructional materials.
- Participate as a faculty member in college activities and committees.
- Schedule courses, maintain labs and equipment, and establish and maintain an active industry advisory committee.
- Develop and manage program budget for the ordering of supplies and equipment.
- Must be willing to be actively involved in the promotion of the program.

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in Auto Body Mechanics (#170301). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu
- Must be ASE certified and I-CAR trained.
- Specific knowledge and experience in minor and major body repairs, refinishing, unibody frame repair and structural replacement, plastic and SMC repair, mechanical repair in AC, cooling, wheel alignment, electrical repair and restraint systems, estimating and management.
- Possess strong verbal and written communication skills, organizational skills, follow-through and diligence.
- Able to work with students and problem solve as necessary.
- Be willing to be actively involved in the promotion of the program.
- Have the ability to stay on the cutting edge of trends in the industry and desire continuing education in the industry.

Preferred Qualifications:

- Bachelor's degree is strongly recommended.

Application Procedure:

Submit letter of interest, current resume and contact information for 3 professional references.



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

HIBBING COMMUNITY COLLEGE – A TECHNICAL AND COMMUNITY COLLEGE

**1515 East 25th Street
Hibbing, MN 55746**

Position:

**MnSCU Program Director 1 Student Services (Unclassified MAPE)
Advisor**

Appointment:

Full-time Temporary

Start Date:

August 2005

End Date:

June 2006

Deadline:

July 27, 2005

Send materials to:

Jodi Knaus
Hibbing Community College
1515 East 25th Street
Hibbing, MN 55746

Contact:

Jodi Knaus
218-748-2413

Responsibilities:

- Provide advising/referral services for prospective and current students.
- Provide leadership for the college's enrollment management services.
- Serve as the Student Senate Advisor.
- Provide services as the designated harassment officer.

Minimum Qualifications:

- Bachelor's Degree
- Excellent human relations and communication skills
- Excellent organizational and time management skills
- Basic knowledge of computer software.
- Ability to act independently and make decisions accordingly.
- Ability to work with people of diverse backgrounds.

Preferred Qualifications:

- Working knowledge of the college's programs, services, policies and procedures.
- Ability to collect data, assess needs, and accurately maintain records.
- Knowledge of the Minnesota Transfer Curriculum.

Application Procedure:

Submit letter of interest, current resume, list of three professional references with phone numbers, and copies of academic transcripts.



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE
1001 Chestnut Street
Virginia, MN 55792

Position: Customized Training Representative-Firefighting and Safety Training
(Unclassified MAPE)

Appointment:

Part-time Unlimited
This position is 75% time,
part-time 12-months a year.
Flexible schedule will be
required, with some evening
and weekend hours.
Year-round

Start Date:

August 22, 2005

Deadline:

July 29, 2005

Send materials to:

Jodi Knaus
Mesabi Range Community
& Technical College
Human Resources Office
1001 West Chestnut Street
Virginia, MN 55792

Contact:

Jodi (218) 748-2413

Responsibilities:

- Market training programs for Public Safety Fire Training.
- Serve as facilitator/coordinator for fire fighting training.
- Recruit, supervise, and evaluate fire fighting instructors for the college.
- Design curriculum.
- Train firefighters in practical skills application to increase efficiency of the firefighting techniques.
- Maintain training props.
- Work cooperatively with college staff and MnSCU system office personnel.

Minimum Qualifications:

- At least five years of fire service experience.
- At least two years experience as an officer in a fire department.
- Completion of Instructional Techniques and Leadership training.
- Ability to identify local department needs and arrange appropriate training to meet those needs.
- Ability to present and monitor an annual budget.
- Demonstrated ability to work as a member of a team.
- Excellent organizational skills.

Preferred Qualifications:

- At least one year of experience in training firefighters.

Application Procedure:

Submit a letter of introduction addressing qualifications, a current resume, a list of three current professional references with current contact information, and copies of any applicable licenses or transcripts.



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MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS
900 Highway 34 East
Detroit Lakes, MN 56501

RE-POSTING

Position:

Practical Nursing Instructor (Unclassified MSCF-CC Faculty)

Appointment:

Full-time Temporary

Start Date:

August 16, 2005

End Date:

May 12, 2006

Deadline:

Application review will begin immediately

Send materials to:

Human Resources Office,
Minnesota State Community and
Technical College
1414 College Way
Fergus Falls, MN 56537

Contact:

Dacia Johnson
218-736-1512
dacia.johnson@minnesota.edu
218-736-1511 (fax)

Responsibilities:

- Teach theory instruction
- Provide clinical supervision
- Revise and develop instructional materials
- Assess student outcomes
- Participate in discipline, division, and college matters through service on committees
- Attend regular meetings
- Continue professional development
- Flexibility to teach day, evening or weekend sections

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in practical Nursing (#070302). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu
- Master's degree with a major in nursing, nursing administration, nursing education, public health nursing, or a nursing clinical specialty
- One year of nursing experience at the professional level
- Licensed, or eligibility for licensure, in the State of Minnesota

Preferred Qualifications:

- Experience as a nursing instructor in an academic setting
- Current theory instruction and clinical experience
- Experience in online teaching or demonstrated willingness to learn and develop online courses
- Knowledge of active learning strategies

Application Procedure:

Submit a letter of interest, current curriculum vitae or resume, three letters of professional reference, and copies of college transcripts.



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http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

RE-POSTING

Position: Recruitment/Retention Specialist & Director of the Intercultural Student Center
(Unclassified MSUAASF)

Appointment:

Full-time Probationary

Start Date:

September 7, 2005

Deadline:

EXTENDED UNTIL JULY
22, 2005, OR UNTIL
FILLED

Send materials to:

Search Committee Chair
Office of Institutional
Diversity
Minnesota State University,
Mankato
265 Morris Hall
Mankato, MN 56001

Contact:

Phone: (507) 389-6125
TTY: (800) 627-3529 or
711
FAX: (507) 389-5992
E-mail:
michael.fagin@mnsu.edu

Responsibilities:

- Organize and implement programs and activities that will substantially increase enrollment and retention of underrepresented students.
- Collaborate and work closely with the University's Director of Admissions to develop and implement the University's recruitment plan for underrepresented student groups.
- Serve as the primary University recruitment representative working with ethnic community agencies, special support staff in traditional and non-traditional high school settings, junior colleges in the Metro area and Region 9 of Minnesota.
- Work in collaboration with the Office of Multicultural Affairs staff and all colleges and departments to assist in the coordination of on-going campus visitation programs.
- Develop and implement high school, community agency and community college orientation programs to familiarize counselors with MSU and maintain working relationships with them to maximize the recruitment and retention for underrepresented groups.
- Organize and maintain systematic visitation programs for students of color to visit MSU.
- Organize and implement college orientation nights in Region Nine and the Metro area to familiarize parents and potential students with service support and academic programs at MSU.
- Maintain records and prepare reports on the institution's annual recruitment and retention status of underrepresented students.
- Serve as primary organizer of the Ethnic Heritage Pre-College Summer Institute and culturally specific summer camps working with new immigrant populations and other ethnic minority groups.
- Serve as Director of the Intercultural Student Center and assist the Dean of Institutional Diversity by taking the lead responsibility in developing and maintaining four culturally specific alumni groups in order to increase Asian American, African American, Latino and American Indian alumni giving.

Additional information on Minnesota State University, Mankato can be found at: <http://www.mnsu.edu>. Employment for this position is covered by the collective bargaining agreement for Minnesota State University Administrative and Service Faculty which can be found at: <http://www.hr.mnscu.edu/LR/index.html>.

Minimum Qualifications:

- Bachelor's degree.
- One year direct professional experience in recruitment and retention activities for underrepresented post secondary students.
- Background knowledge of underrepresented groups in higher education.
- Ability to use a personal computer, including word processing and e-mail.
- Ability to collect data and compile into a report.
- Excellent oral and written communication skills.
- Active supervisory experience.
- Fundraising experience.
- Development and implementation of diversity programs and activities at the post secondary level.

Application Procedure:

Submit application letter addressing qualifications listed above, resume, an unofficial transcript, and the names, phone numbers and e-mail addresses of three professional references. An official or certified copy of the transcript will be required prior to any interview as a finalist for this position.



NORTHLAND COMMUNITY & TECHNICAL COLLEGE
1101 Highway One East
Thief River Falls, MN 56701

Position:

Mathematics Instructor (Unclassified MSCF-CC Faculty)

Mathematics Instructor

Responsibilities:

- Teach courses in the Mathematics discipline.

Minimum Qualifications:

- Master's degree in Mathematics or master's degree with 24 quarter/16 semester graduate credits in Mathematics which would apply to the major.

Application Procedure:

Submit letter of application, resume, copy of college transcripts, the names and contact information of 3 professional references

Appointment:

Full-time Unlimited

Start Date:

August 16th, 2005

Location:

Thief River Falls Campus

Deadline:

Position is open until filled; however screening of applications to begin after July 29th.

Send materials to:

Northland Community &
Technical College
Kristi Lane
1101 Hwy One East
Thief River Falls, MN 56701

Contact:

Kristi Lane
218-681-0739
kristi.lane@northlandcollege.edu



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PINE TECHNICAL COLLEGE
900 4th Street SE
Pine City, MN 55063

Position:

Customer Service Specialist – College Bookstore (Classified AFSCME)

Appointment:

Full-time Unlimited

Start Date:

August 15, 2005 or as soon as possible.

Location:

Pine City

Deadline:

July 25, 2005

Send materials to:

Pine Technical College
Attn: HR Dept./CSS
Bookstore Vacancy
900 4th Street SW
Pine City, MN 55063-2118

Contact:

For application information
contact Human Resources
Department at
320-629-5115.

For position information,
contact the Business Office
at 320-629-5119.

FAX: 320-629-5103

Responsibilities:

- Maintain the operation of the college bookstore by providing customer service to students, and performing bookkeeping, inventory control, purchasing and store display responsibilities.
- Assist the business office staff with processing purchase orders and daily mail.
- Perform other duties as assigned by the Business Office Manager.

Position Qualifications:

- Customer service skills sufficient to respond to in-person and telephone requests for information and assistance in a courteous and timely manner.
- Math capabilities (e.g. making change, equations, account reconciliation).
- Ability to effectively use word processing, data base management, spreadsheet and computerized inventory control applications.
- English skills sufficient to understand and effectively carry out oral and written instructions and communicate effectively.
- Knowledge of retail marketing and merchandising techniques.
- Ability to meet the physical demands (lifting up to 30 pound boxes).

Preferred Qualifications:

- Related retail experience and knowledge of inventory techniques.
- Effective organizational skills to independently manage multiple priorities and meet deadlines.
- Ability to maintain confidential student data.

Application Procedure:

Submit a letter of interest, current resume and official college transcript(s).



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Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, and persons with disabilities. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling (651) 296-3816, 1(888) MnSCU-4-U or TTY (651) 282-2660. Minnesota State Colleges and Universities *Employment Opportunities* is published weekly and is available on the Minnesota State Colleges and Universities Human Resources web site:

http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html

RAINY RIVER COMMUNITY COLLEGE
1501 Highway 71
International Falls, MN 56649

Position:

Customized Training Representative (Unclassified MAPE)

Appointment:

Full-time Unlimited

Year-round

Start Date:

August 1, 2005 or as soon as possible

Deadline:

July 27, 2005

Send materials to:

Jodi Knaus
Customized Training Rep. Search
Human Resources Office
1515 East 25th Street
Hibbing, MN 55746

Contact:

Jodi Knaus
(218) 748-2413
j.knaus@mr.mnscu.edu

Responsibilities:

- Assist businesses, organizations, and individuals in meeting the needs for a skilled workforce through employee and organizational training development.
- Provide training assessment and evaluation.
- Market/sell and provide consultation services, program development and marketing coordination.
- Provide teaching services.
- Act as liaison with local and state customized training agencies and local business and industry associations to provide training services to existing and potential customers.

Minimum Qualifications:

- Bachelors Degree (preferably in education or related field).
- Sales and marketing ability.
- Strong interpersonal skills.
- Organizational skills.
- Effective verbal and written communication skills.

Preferred Qualifications:

- Skills in partnering with business and industry and economic development groups to build business-education partnerships, collaborative workforce development efforts, and program development.
- Knowledge and/or experience in education, trade and industry, computer technology, human development studies, business careers, workplace literacy, and process improvement or leadership.

Application Procedure:

Submit a letter of introduction addressing qualifications, a current resume, a list of three professional references with current telephone numbers, and copies of transcripts



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