

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 25, 2005

ANOKA RAMSEY COMMUNITY COLLEGE

11200 Mississippi Blvd.
Coon Rapids, MN 55433

Position:

Appointment:

Full-time Unlimited

Start Date:

As soon as can be arranged

Location:

Coon Rapids

Deadline:

August 15, 2005

Send materials to:

Anoka-Ramsey Community College
Search Committee/Director of Alumni
Relations
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433-3499
fax:763-712-4478

Contact:

Maria N. Kaley
Maria.Kaley@anokaramsey.edu
763-712-4286

MnSCU Program Director 1 (Unclassified MAPE)

Alumni Director

Responsibilities:

- Promote friend-raising through relationship-building with Anoka-Ramsey Community College (ARCC) alumni, current students, and other college constituent groups.
- Develop and establish alumni programs, services, and activities; promote the history, tradition, and pride of the college; identify and enhance revenue generation and fund-raising efforts commensurate with the goals of the alumni relations program; and provide governance for the affairs of an alumni association and/or alumni advisory committee.

Minimum Qualifications:

- Possess a successful background in alumni relations, philanthropy, program management, and/or marketing and public relations.
- Excellent leadership, interpersonal, communication (written and oral), and organizational skills.
- Experience managing multiple projects.
- Self-motivated with ability to work independently as well as in a team.

Preferred Qualifications:

- Bachelor's degree relevant to the position.
- Experience in alumni relations and with professional-level volunteers, administrators, and governing boards.

Application Procedure:

Submit a letter of application, current resume, Anoka-Ramsey Community College application form and supplemental Protected Class Information form are located at <http://www.anokaramsey.edu/hr/jobs.cfm>, graduate and undergraduate transcripts. All application materials must be received in the ARCC Human Resources Office by the published deadline.



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

ANOKA RAMSEY COMMUNITY COLLEGE
11200 Mississippi Blvd.
Coon Rapids, MN 55433

Position:

College Laboratory Assistant 2 (Classified AFSCME)

Appointment:

Full-time Unlimited
Monday – Friday
8:00am-4:30pm

Start Date:

August 2005

Location:

Coon Rapids

Deadline:

July 29, 2005

Send materials to:

Anoka-Ramsey Community College,
Search Committee/CLA 2-Chemistry
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433
fax:763-712-4478

Contact:

Maria N.Kaley
763-712-4286

Maria.Kaley@anokaramsey.edu

Responsibilities:

- Assist in the instructional process of laboratory exercises in the physical sciences. Set up laboratory experiments and demonstrations, maintain equipment, order and inventory equipment and supplies, ensure that the chemical hygiene plan is followed, and handle hazardous wastes properly.
- Supervise work study students and tutors.
- Assist students with assignments and test preparation.
- Maintain a current budget and submit a budget for the next year.
- Work with faculty to revise and develop experiments and exercises in the physical sciences.

Minimum Qualifications:

- Associate or higher Degree in Chemistry and 1 academic year of teaching/tutoring experience in Chemistry at the high school level or above; or an equivalent combination of education and work experience.

Application Procedure:

Submit a written bid or letter of interest to the Human Resources Office. Bids or letters of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date to be eligible for consideration. No bids will be accepted via telephone.



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BEMIDJI STATE UNIVERSITY
1500 Birchmont Drive NE
Bemidji, MN 56601

Position:

Admissions Representative (Unclassified MSUAASF)

Appointment:

Full-time Fixed Term

Start Date:

August 15, 2005

End Date:

June 30, 2006

Deadline:

August 5, 2005

Send materials to:

Russell Kreager, Director of Admissions
Bemidji State University
Office of Admissions
1500 Birchmont DR NE #13
Bemidji, MN 56601-2699.

Contact:

Russell Kreager
Director of Admissions
Phone: 218-755-2040

Responsibilities:

- Recruit and enroll new students to Bemidji State University.
- Participate in activities and tasks that result in moving students through the enrollment funnel. The enrollment funnel includes the following Critical Processes: Prospect Generation, Inquiry Management, Application Development and Admission to Enrollment. The primary objective is to meet or exceed FYE enrollment goals established by the administration.
- Report to the Associate Director of Admissions, Recruitment and Outreach.

Bemidji State University, located in northern Minnesota's lake district, occupies a beautiful campus along the shore of Lake Bemidji. The greater Bemidji population numbers 25,000 and serves a regional commerce and health center. The University enrolls more than 5,000 students annually. Offerings include more than 50 undergraduate majors and ten graduate programs encompassing the liberal arts, interdisciplinary studies and applied fields. The University is a member of the Minnesota State Colleges and Universities System and has a faculty and staff of nearly 600. University signature themes include environmental stewardship, civic engagement and global/multicultural understanding. For further information about the University, see our web site at: <http://www.bemidjistate.edu>.

Minimum Qualifications:

- Bachelor's Degree in Business, Marketing and Sales, Communication, Information Technology or related field.
- Excellent public presentation skills.
- Organizational and leadership ability.
- Technology experience at the sophisticated user level.
- Strong knowledge of northern Minnesota and Bemidji State University.
- Extensive travel and valid drivers license.

Preferred Qualifications:

- One to three years of experience in University Admissions/Recruitment, along with Marketing, Sales, Customer Service/Help Desk business experience.

Application Procedure:

Submit a cover letter, resume, copies of transcripts (note: official transcripts are required at time of appointment), and names and contact information of three references who may be contacted.



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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:

Practical Nursing Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

August, 2005

Location:

Eden Prairie and 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 Licensed Practical Nursing instructional courses in lectures, labs and in clinical settings.
- Work as a team member with the nursing faculty of both Eden Prairie and Brooklyn Park campuses.
- Design and modify curriculum and produce other instructional material.
- Participate as a faculty member in college committees and activities.
- Assist in course scheduling and inter-program collaboration.

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.
- A Bachelor of Science in Nursing and a current Registered Nursing license.
- Recent relevant experience in an acute care and/or long term care setting.
- Skills to work collaboratively with others and to relate to a highly diverse student population are essential.
- A commitment to excellence in teaching and clinical practice as well as high standards of professional and personal integrity.

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

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

Machine Shop Instructor-Customized Training Services
(Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

As Soon As Possible

Location:

Plymouth

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:

- Instruct Customized Training courses in machine trades area and CNC Machine Trades program courses at industry and campus sites.

Minimum Qualifications:

- Must possess or qualify for MnSCU Vocational Technical License in Machine Tool Careers (#172302). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu.
- College level teaching experience, especially in business and industry settings.
- Minimum of 3-5 years experience in the machining industry.
- Skilled in basic machine shop operations specializing in CNC.
- Must be willing to travel to various industry sites.

Preferred Qualifications:

- Bachelor's degree.

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

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

Lead Sign Language Interpreter (Classified MAPE)

Appointment:

Full-time Seasonal

Start Date:

August 17, 2005

Location:

Brooklyn Park and Eden Prairie

Deadline:

August 3, 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:

- Provide interpreting services for Deaf and hard of hearing students for lectures, meetings, counseling appointments, tutorial sessions, internships, etc.
- Assess students' language needs.
- Broaden types of interpreting skills as need arises.
- Continually build technical vocabulary.
- Coordinate interpreting services.
- Provide work direction to staff interpreters, interpreter interns and notetakers.
- Oversee maintenance of professional interpreting and ethical standards for department.
- Conduct in-services for faculty and staff on issues of hearing loss and the rights and culture of Deaf and hard of hearing persons.

Minimum Qualifications:

- Proficiency in ASL (American Sign Language).
- Graduate of an Interpreter training program.
- Three (3)+ years of interpreting experience.
- Experience in coordinating services and providing work direction to others.

Preferred Qualifications:

- National Interpreter Certification.

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

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

Customer Service Specialist (Classified AFSCME)
Testing Technician

Appointment:

Part-time Unlimited
Monday - Thursday
8:15 a.m. - 1:45 p.m.
Some additional hours as needed.

Start Date:

August 19, 2005

Location:

Eden Prairie

Deadline:

August 1, 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:

- Administer and scan placement testing for new students (computerized and paper/pencil).
- Provide clerical support to College Assessment Coordinator.

Position Qualifications:

- Typing/Keyboarding
- English (speaking and/or writing and/or reading orally)
- Word Processing
- Customer Service Skills (phone, in person, public presentations)

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

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

Appointment:

Full-time Unlimited
Monday - Friday
7:00 a.m. - 3:30 p.m.

Start Date:

August, 2005

Location:

Eden Prairie

Deadline:

August 3, 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

MnSCU Program Director 1 - Marketing (Unclassified MAPE)

Marketing Specialist

Responsibilities:

- Graphic and/or written material preparation for marketing and public relations for Hennepin Technical College.
- Develop, implement and manage both internal and external advertising, marketing and disbursement strategies.
- Coordinate the development of the college recruitment, informational and promotional materials and web based marketing.
- Work closely with outside vendors to build strong relationships and negotiate the best prices.
- Organize, schedule, plan and implement a yearly advertising and promotional schedule that coincides with the peak registration periods.

Minimum Qualifications:

- Extensive knowledge of marketing design concepts, trends and research methods.
- Knowledge of college graphical standards and MnSCU marketing guidelines.
- Knowledge of college, state and MnSCU purchasing procedures.
- Knowledge of Microsoft Office software and various design software (Access, Power Point and Flash).
- Knowledge of marketing terminology.
- Knowledge of web-based management and marketing materials.
- Communicate in a professional manner both in written and verbal communication.
- Proficient in a variety of graphic, web, and office software.

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

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

General Maintenance Worker (Classified AFSCME)

Evening Custodian

Appointment:

Full-time Unlimited
Monday - Friday
6:00 p.m. - 2:30 a.m.

Start Date:

As Soon As Possible

Location:

Brooklyn Park

Deadline:

August 1, 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:

- Provide various custodial and maintenance services.
- Light and heavy cleaning.
- Set-up for special functions.
- Trash and recycle collection.
- Other duties as needed.

Minimum Qualifications:

- Knowledge of custodial methods to ensure efficient operations.
- Ability to operate various custodial and grounds equipment and vehicles.
- Communication skills needed to report status of building security and repairs to supervisor.

Application Procedure:

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



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LAKE SUPERIOR COLLEGE
2101 Trinity Road
Duluth, MN 55811

Position:

Appointment:
Full-time Unlimited

Start Date:
August 2005

Deadline:
August 5, 2005

Send materials to:
Send to: Human Resources
Lake Superior College
2101 Trinity Rd
Duluth, MN 55812.

Contact:
Jane Glowacki, Human Resources
218-733-5907

MnSCU Program Director 1 - K-12 Initiatives (Unclassified MAPE)

Coordinator High School Connections

Responsibilities:

- Coordinate Post Secondary Educational Options activities and programs and act as a liaison between LSC and high schools. PSEO programs include: PSEO students on campus, Concurrent Enrollment and Honors Online.
- Meet with high school representatives, act as a liaison between college and high school collaborators, ensuring students are enrolled in PSEO classes, maintaining records, coordinate high school visitations and special events, make presentations and providing other needs services.

Minimum Qualifications:

- BA degree in education, business, marketing or other related field.
- Knowledge of two-year college programs, courses and policies, PSEO programs and policies.

Preferred Qualifications:

- Possess excellent organization skills, high quality communications skills in writing, oral and interpersonal relations skills.
- Working knowledge of office related computer software programs (Word, Excel, Groupwise, Access, etc.) and the ability to work independently on multiple projects and assignments under strict timelines.

Application Procedure:

Submit a resume, cover letter, transcripts and contact information for three professional references.



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RIDGEWATER COMMUNITY & TECHNICAL COLLEGE
2101 15th Avenue NW
PO Box 1097
Willmar, MN 56201

Position:

Management Analyst 2 (Classified MAPE)
Budget Officer

Appointment:

Full-time Unlimited

Start Date:

August, 2005

Location:

Willmar Campus

Deadline:

August 12, 2005

Send materials to:

Beth Sosa
Ridgewater College
Human Resource Office
PO Box 1097
Willmar, MN 56201

Contact:

Beth Sosa
HR Assistant
Phone: 320. 231-6033
Fax: 320. 231-2908
email:
beth.sosa@ridgewater.edu

Responsibilities:

- Provide primary oversight of the budget process, development, management, and proposed methodology to analyze the budgetary impact of business practices and operational practices.
- Work in a team environment, develop annual budget planning, evaluation, tracking, development and management.
- Develop planning and strategy for continuous improvement for the college within the business/finance division.
- Ensure data management needs are addressed; data management is a primary component of financial management.
- Provide strong financial process management and analysis, increasing overall analytical capability within the institution.

Minimum Qualifications:

- Bachelor's degree in a related field.
- Two (2) years of recent professional experience in accounting, budget development processes and research methodologies.
- Excellent computer skills at the advanced level in the following applications: database management (i.e., Access), electronic spreadsheets (i.e., Excel), word processing and ability to produce ad-hoc queries for management reporting.
- Strong communication skills, both oral and written.
- Excellent analytic skills coupled with the ability to prepare complete, comprehensive reports

Preferred Qualifications:

- Preference may be given to the candidate with a master's degree.
- Computer skills in the following applications: Management Information System background, BRIO, MAPS, and MnSCU accounting and budget systems.
- Previous project management background.
- General knowledge of higher education laws, policies, procedures and reporting requirements.

Application Procedure:

Submit a letter of interest, resume, college transcripts and three references to Ridgewater College, attention: Beth Sosa. You will also need to submit your resume and supporting information to the Department of Employee Relations at <https://statejobs.doer.state.mn.us> and click on My State Job Search link. You may copy and paste your existing resume or let the software create a resume for you. Please be very specific about all education and work experience. You will be able to submit your resume online with the MN Dept. of Employee Relations Wednesday, August 3, 2005, use the following vacancy number when applying 05MNSC000466.



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

Position:

Assistant Director for International Student and Scholar Services, Center for International Studies (Unclassified MSUAASF)

Appointment:

Full-time Probationary

Start Date:

September 2005

Deadline:

Review of application will start on August 5, 2005 and the position will remain open until filled.

Send materials to:

Search Committee/Assistant
Director of International
Student and Scholar Services
C/O Center for International
Studies
St. Cloud State University
720 Fourth Avenue South
St. Cloud, MN 56301-4498

Contact:

320-308-4287

Responsibilities:

- Work with the Director for International Student and Scholar Services in providing quality services to international students and scholars.
- Advise international students and scholars regarding their personal, financial, academic, intercultural, social and immigration issues and concerns.
- Serve as the liaison between international students and the USCIS, USICE & USBCP/DHS. This position is expected to stay up-to-date on current developments regarding SEVIS regulations.
- Provide and develop on-going advising and training opportunities to international students related to immigration related services, academics, and cultural adjustment.
- Assist the Director with orientation planning for new international students and coordination of programs for current students, including but not limited to the Academic and Cultural Sharing Scholarship, Community Outreach Programs, International Graduation Reception, OPT, CPT and SEH, career and academic-related workshops, etc.
- Counsel individual students on personal matters with a cross-cultural perspective.
- Assist with overall office planning, special projects, new initiatives as well as the cultural diversification of the University and St. Cloud area communities.
- Collaborate with colleagues across the campus such as Residential Life, Health Services, ESL Program, and Records and Registration in providing advocacy for international students and scholars at SCSU.

Minimum Qualifications:

- Masters degree in an appropriate area of specialization.
- Three years of advising experience in international student and scholar issues.
- Up-to-date knowledge and experience of F-1 and J-1 regulations including SEVIS database and functions.
- Good understanding of the special needs of international students.
- Ability to counsel students individually or as a group.
- Excellent oral and written communication skills with cross-cultural sensitivity.
- Experience in program development for international students.
- Experience in organizing and coordinating orientation programs.
- Ability to work with students and scholars from diverse cultural backgrounds.
- Experience with volunteer management and working with student and community organizations.
- Strong commitment to being a team member of a comprehensive international education services center.
- Strong organizational and analytical skills, high motivation and energy, cross-cultural sensitivity, team spirit, student-centered approach and flexibility.
- U.S. citizen or permanent resident.
- Ability to teach and work with persons from culturally diverse backgrounds.

Preferred Qualifications:

- International experience such as studying, working, living or traveling abroad and skills in a foreign language.

Application Procedure:

Submit a letter of application, vita, copy of undergraduate and graduate transcripts, and the name, address, telephone number and e-mail address of three professional references.



ST CLOUD STATE UNIVERSITY
720 Fourth Avenue South
Saint Cloud, MN 56301

Position:

Residence Hall Director (Unclassified MSUAASF)

Appointment:

Full-time Probationary

Start Date:

August 15, 2005

Deadline:

Review of applications will start on August 5, 2005 and the position will remain open until filled

Send materials to:

Diane Schellinger, Search Chair
Residential Life, Carol Hall
St. Cloud State University
720 Fourth Avenue South
St. Cloud, MN 5601-4498

Contact:

Diane Shellingner
320-308-2166

Responsibilities:

- Assume responsibility for all aspects of residence hall housing up to 500 students. This includes administrative, discipline, and programming.
- Supervise all residence hall student employees.
- Administer disciplinary measures in accordance with policy.
- Plan and administer student programming.
- Advise student groups.

Minimum Qualifications:

- Bachelors degree.
- Minimum of one year undergraduate experience in residence hall work as a Resident Advisor or similar position.
- Demonstrate interest in student personnel work.
- Demonstrate ability to work with persons from culturally diverse backgrounds.

Application Procedure:

Submit a letter of application, current resume, transcript copies acceptable; official transcripts required for interview, and three letters of recommendation.



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

ST CLOUD STATE UNIVERSITY
720 Fourth Avenue South
Saint Cloud, MN 56301

Position: **Director of Athletic Bands / Music Department Promotions and Recruitment (Unclassified MSUAASF)**

Appointment:
Part-time Probationary

Start Date:
Fall Semester 2005

Deadline:
August 5, 2005

Send materials to:
Athletic Bands/Music Dept.
Promotions and
Recruitment Search
Committee
SCSU Music Department
720 Fourth Avenue South
St. Cloud, MN 56301-4498

Contact:
320-308-3223

Responsibilities:

- Establish, develop and direct all aspects of a new SCSU Athletic Band, including recruitment, instruction, retention and management of students, budget planning and coordination of events in conjunction with the Department of Music and Department of Athletics. The new band will not be a field or marching ensemble.
- Represent the Department of Music at sporting events in which the Athletic Bands perform.
- Direct, coordinate and manage music student recruitment activities for the Department of Music.
- Maintain and/or implement departmental promotional activities in conjunction with current staff including design and distribution of promotional materials, recruitment mailings, calls or email inquiries and management of department website, recruitment database and student assistants.

Minimum Qualifications:

- Master's degree.
- Demonstrated experience and skill in conducting sports/athletic music ensembles.
- High level organizational and management skills.
- Demonstrated ability to teach and work with persons from culturally diverse backgrounds.

Preferred Qualifications:

- Significant skill with computers and HTML, database and organizational software.
- Demonstrated ability to work with others such as various constituencies on campus including Music, Athletics, Student Life and Development, and Administration.
- Build and maintain relationships with area school music programs.
- Work closely with Department of Music staff.

Application Procedure:

Submit a letter of application, vita, transcripts of academic work to date (copies acceptable for initial screening), and minimum of three recent letters of professional recommendation, which should include name, telephone number and e-mail address of reference.



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ST CLOUD STATE UNIVERSITY
720 Fourth Avenue South
Saint Cloud, MN 56301

Position:

SEVIS Coordinator, Center for International Studies (Unclassified MSUAASF)

Appointment:

Full-time Probationary

Start Date:

September 2005

Deadline:

Review of application will start on August 5, 2005 and the position will remain open until filled.

Send materials to:

Search Committee for SEVIS
Coordinator
c/o Center for International Studies
St. Cloud State University
720 Fourth Avenue South
St. Cloud, MN 56301
Fax: 320-308-4223

Contact:

320-308-4287

Responsibilities:

- Ensure the University's compliance with federal immigration laws and SEVIS regulations for hosting international students and scholars.
- Report to the Director for International Admissions and the Director for International Student and Scholar Services, the SEVIS Coordinator serves as a DSO specialized in SEVIS regulatory matters.
- Advise international students and scholars on all SEVIS regulatory issues.
- Monitor the interface between the University system and SEVIS including data input and student information update.
- Generate initial I-20 forms for new international students.
- Run SEVIS reports including students enrolled for less than a full load of credits each semester.
- Develop and maintain an accurate International Student and Scholar database; prepare regulate electronic communication to students regarding SEVIS updates and compliance issues.
- Serve as liaison with USCIS and EDS/SEVIS/ICE regarding SEVIS regulation updates, audit or information verification needs.
- Maintain relevant records and statistics of F-1 and J-1 students and scholars and complete the annual Open Door Survey on international student enrollment.

Minimum Qualifications:

- B.A./B.S. plus one to three years of experience advising F-1 and J-1 students and scholars.
- Knowledge of SEVIS regulations and experience working with SEVIS database.
- Creative problem solving skills; familiarity with student data system and ability to enter data and information onto all the screens relevant to international students (F-1) and exchange students and international scholars (J-1).
- Ability to do data entry into the SEVIS, university system and government forms; ability to react with the proper corrections in a timely manner to SEVIS alerts; ability to prepare SEVIS reports as needed and mandated by SEVIS.
- Ability to meet all SEVIS deadlines and maintain an error free SEVIS compliance for a large number of international students and scholars.
- Strong organizaional and analytical skills, computer and database competency, high motivation and energy, cross-cultural sensitivity, team spirit, student-centered approach and flexibility.
- U.S. citizen or permanent resident.
- Ability to teach and work with persons from culturally diverse backgrounds.

Preferred Qualifications:

- International experience such as studying, working, living or traveling abroad and skills in a foreign language.

Application Procedure:

Submit a letter of application, vita, copy of undergraduate and/or graduate transcripts, and the name, address, telephone number and e-mail address of three professional references.



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SOUTH CENTRAL COLLEGE
1920 Lee Boulevard
PO Box 1920
North Mankato, MN 56002-1920

RE-POSTING

Position:

MnSCU Program Director I - Student Services (Unclassified MAPE)
Transfer Coordinator

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Location:

Mankato Campus

Deadline:

August 12, 2005

Send materials to:

Human Resources
South Central College
1920 Lee Boulevard
North Mankato, MN 56003

Contact:

Laural Kubat, HR Director

Phone: 507-389-7219

Fax: 507-388-9951

Email:

laural.kubat@southcentral.edu

Responsibilities:

- Provide leadership and coordination of transfer articulation, advising, and information resources.
- Develop and coordinate advising service for students interested in academic majors requiring transfer to other colleges and universities.
- Supervise and manage online transfer resources and advising.
- Manage student transfer data in computerized student record systems.
- Assist PSEO students in transfer process.

Minimum Qualifications:

- Associate degree.
- Leadership and expertise in academic advising and national transfer guidelines and practices.
- Skills in process planning and management, policy development, interpersonal and public communications, writing and editing, team building, project management, information systems development.
- Expertise in application and integration of MnSCU and South Central policies, procedures, practices, State and Federal laws, customer/student services standards, transfer and credit equivalency standards, degree graduation standards post-secondary enrollment options, high school graduation standards, Tech Prep, evaluation of military education transfer policy, CLEP, AP and IB report evaluations, Microsoft Office Software and ISRS.

Preferred Qualifications:

- Baccalaureate degree.

Application Procedure:

Submit letter of application, current resume, transcript, and a list of three or more references with names, addresses, and phone numbers.



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