

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

August 1, 2005

ALEXANDRIA TECHNICAL COLLEGE

1601 Jefferson Street
Alexandria, MN 56308

Position:

MnSCU Program Director 1 - Admissions (Unclassified MAPE)
General Admissions Representative

Appointment:

Full-time Unlimited
Year-round

Start Date:

Approximately September 1,
2005

Deadline:

August 12, 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 with faculty on admissions and program information/activities.
- Execute the admissions/recruiting efforts, including but not limited to: visiting with prospective students, telephone inquiries, telephone and email contact with prospective students and parents, college fair representation, high school visits, and assisting in preparation of promotional materials.
- Occasional overnight travel required, including evening and weekend.
- Advise students about program majors.

Minimum Qualifications:

- Two year post-secondary diploma/degree.
- Two years experience in sales and marketing and/or student services, working with students/customers.
- Valid Minnesota driver's license (cannot have more than 2 moving violations in the last 5 years).
- Strong interpersonal communication skills (oral and written).
- Ability to assimilate a wide variety of information, summarize and present in multiple formats to diverse audiences.
- Computer skills (word processing and email).
- Ability to exercise sound professional judgment and convey a professional image.

Preferred Qualifications:

- Technical education background.
- Demonstrated knowledge of college recruitment concepts and procedures.
- Highly motivated and experienced in time management.
- Community involvement.
- Computer database and spreadsheet skills.

Application Procedure:

Submit letter of application with resume and transcripts.



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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

ALEXANDRIA TECHNICAL COLLEGE

1601 Jefferson Street
Alexandria, MN 56308

Position:

MnSCU Program Director 1 - Admissions (Unclassified MAPE)

Admissions Representative/Recruiter

Appointment:

Full-time Unlimited
Year-round

Start Date:

Approximately September 1,
2005

Deadline:

August 12, 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:

- Execute the admissions/recruiting efforts, including but not limited to: college fair representation, high school visits, visiting with prospective students, telephone inquiries, telephone and email contact with prospective students and parents, and assisting in preparation of promotional materials.
- Coordinate with faculty on admissions and program information/activities.
- Extensive travel required (September-April), including overnight, evening and weekend.
- Advise students about program majors

Minimum Qualifications:

- Two year post-secondary diploma/degree.
- Two years experience in sales and marketing and/or student services, working with students/customers.
- Valid Minnesota driver's license (cannot have more than 2 moving violations in the last 5 years).
- Strong interpersonal communication skills (oral and written).
- Ability to assimilate a wide variety of information, summarize and present in multiple formats to diverse audiences.
- Computer skills (word processing and email).
- Ability to exercise sound professional judgment and convey a professional image.
- Ability to travel extensively within Minnesota and surrounding states.

Preferred Qualifications:

- Technical education background.
- Demonstrated knowledge of college recruitment concepts and procedures.
- Highly motivated and experienced in time management.
- Computer database and spreadsheet skills.

Application Procedure:

Submit letter of application with resume and transcripts.



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ANOKA RAMSEY COMMUNITY COLLEGE

**11200 Mississippi Blvd.
Coon Rapids, MN 55433**

Position:

**RE-POSTING
Personnel Aide (Classified Commissioner's Plan)**

Appointment:

Full-time Unlimited
Monday Through Friday
8:00 a.m. to 4:30 p.m.

Start Date:

As soon as can be arranged

Location:

Coon Rapids

Deadline:

Open until position is filled

Send materials to:

Denise Green
Anoka-Ramsey Community College
Search Committee/Personnel Aide
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433-3499
FAX: (763) 712-4478

Contact:

Denise Green
Denise.green@anokaramsey.edu
FAX: (763) 712-4478

Responsibilities:

- Provide paraprofessional/technical assistance for the Human Resources Director.
- Provide necessary leadership to manage transaction processing for classified and unclassified non-administrative staff.
- Coordinate worker's compensation program.
- Oversee FMLA processing.
- Assist in the efficient daily operation of the Human Resources Office.

Minimum Qualifications:

- Desired knowledge and skills include:
- HR SCUPPS/SEMA4 transactions processing and procedures.
- Knowledge of contract provisions for various bargaining units.
- Knowledge of staff selection methods and procedures.
- Strong customer service orientation.
- Excellent oral & written communication skills.
- Team player.
- Ability to maintain confidentiality.
- Flexible in setting priorities..
- Strong math skill.
- Attention to detail/accuracy.
- Ability to work on multiple tasks simultaneously.
- Knowledge of Windows-based software, spreadsheets, and word processing. (Prefer Word, Access, Excel).

Application Procedure:

Submit Anoka-Ramsey Community College's Application for Employment form and Supplemental Protected Class Information forms which are located at <http://www.anokaramsey.mnscu.edu/co-jobs/>, a letter of application, and current resume.



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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:

Research Analyst (Classified MAPE)

Appointment:

Part-time Unlimited
Monday Through Friday
8:00 a.m. to 4:30 p.m.
Flexible schedule possible.
The duration of this position is up to 3 years.

Start Date:

As soon as can be arranged

Location:

Coon Rapids

Deadline:

August 12, 2005

Send materials to:

Maria Kaley
Anoka-Ramsey Community College
Search Committee/Research Analyst
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433-3499
FAX: 763-712-4478

Contact:

Maria Kaley
Marie.kaley@anokaramsey.edu
FAX: 763-712-4478

Responsibilities:

- Assist in organizing, conducting, analyzing and reporting the research and planning activities of the college related to Perkins funded career programs.

Minimum Qualifications:

- A bachelor's degree relevant to the position responsibilities.
- Experience in data interpretation and presenting the results of collected data.
- Familiarity/experience with a variety of research methods and manipulation of data.
- Familiarity/experience with using Microsoft Access, Excel and other data base management systems.
- Excellent oral and written communication skills.

Preferred Qualifications:

- Master's degree relevant to the position responsibilities.
- Familiarity/experience with the ISRS system.

Application Procedure:

Submit Anoka-Ramsey's Application for Employment form, and Supplemental Protected Class Information forms which are located at <http://www.anokaramsey.mnscu.edu/co-jobs/>, a letter of application, current resume, graduate and undergraduate transcripts.



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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:

Appointment:

Full-time Temporary
8:00 a.m. to 4:30 p.m. Monday through
Friday

Start Date:

As soon as can be arranged

End Date:

1 year from start Date

Location:

Coon Rapids

Deadline:

August 10, 2005

Send materials to:

Maria Kaley
Anoka-Ramsey Community College
Search Committee/Director of
Diversity
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433-3499
FAX: 763-712-4478

Contact:

Maria Kaley
Marie.kaley@anokaramsey.edu
FAX: 763-712-4478

MnSCU Program Director 2 - Diversity (Unclassified MAPE)

Director of Diversity and Multiculturalism

Responsibilities:

- Develop a strategic plan for multicultural affairs and diversity.
- Develop structures and systems to enhance the institutionalization of multicultural affairs/diversity.
- Provide consultation and evaluation services to enhance a living and learning environment for both campuses of ARCC.
- Recruit and retain students and staff of diverse backgrounds and ethnicities.

Minimum Qualifications:

- Bachelor's degree relevant to the position.
- Excellent leadership, interpersonal, communication (written and oral), and organizational skills.
- Experience in project management.
- Self-motivated with ability to work independently as well as in a team.

Preferred Qualifications:

- Master's Degree relevant to the position.

Application Procedure:

Submit Anoka-Ramsey Community College's Application for Employment form and supplemental Protected Class Information form which are located at <http://www.anokaramsey.edu/hr/jobs.cfm>, a letter of application, and current resume.



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BEMIDJI STATE UNIVERSITY
1500 Birchmont Drive NE
Bemidji, MN 56601

Position:

Appointment:

Full-time Probationary

Start Date:

Fall 2005

Deadline:

September 2, 2005, and will continue until filled.

Send materials to:

Dr. Martin Tadlock,
College of Professional Studies,
Bemidji State University,
1500 Birchmont Drive NE, #30,
Bemidji, MN 56601-2699.

Contact:

Dr. Martin Tadlock,
College of Professional Studies,
Bemidji State University,
1500 Birchmont Drive NE, #30,
Bemidji, MN 56601-2699.
OR

Dr. Elaine Hoffman,
Department of Technological
Studies,
Bemidji State University,
1500 Birchmont Drive NE #34,
Bemidji, MN 56601-2699

**Assistant/Associate Professor of Manufacturing Engineering Technology
(Unclassified IFO)**

Responsibilities:

- o Teach and develop courses in the proposed new Manufacturing Engineering Technology degree program.
- o Develop departmental capacity to create and implement a research agenda to address regional manufacturing issues.
- o Work closely with industry partners to develop and sustain applied research labs in the new Center for Advanced and Emerging Technology.
- o Skills and ability to design and deliver online courses or willingness to obtain necessary skills for online course design and delivery. Online classes may include graduate classes that support the Department's graduate programs.
- o Teach, participate in scholarly activity, service and student development.
- o Manage related classroom and laboratory facilities, equipment installation and minor repair.
- o Order and maintain supplies.
- o Familiar with ABET and NAIT accreditation.
- o Anticipate involvement with interdisciplinary teaching and distance learning delivery. Knowledge or willingness to learn interaction with course management software such as Desire to Learn.
- o Anticipate involvement in activities which support Bemidji State University's signature themes of: environmental stewardship civic engagement, and global/multicultural understanding.

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:

- o At least one degree in engineering (BS, BE, BET, or graduate degree in engineering).
- o A Master's degree in Engineering, Engineering Technology, Industrial Technology, a Technical Education area or closely related or complementary degree.

Preferred Qualifications:

- o Earned doctoral degree in Engineering, Engineering Technology, Industrial Technology, a Technical Education area or closely related or complementary degree area.
- o Doctoral degree from a regionally or nationally accredited University in a closely related degree area, as defined above, is required for tenure consideration.

Application Procedure:

Submit a letter of application, resume, transcripts (note: official transcripts are required at time of appointment), and names, addresses and telephone numbers of three references.



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

BEMIDJI STATE UNIVERSITY
1500 Birchmont Drive NE
Bemidji, MN 56601

Position:

Appointment:

Full-time Fixed Term

Start Date:

August 15, 2005

End Date:

June 30, 2006

Deadline:

August 12, 2005 or until filled

Send materials to:

Dr. Martin Tadlock, Dean,
College of Professional Studies #30
1500 Birchmont Drive NE
Bemidji, MN 56601-2699

Contact:

Dr. Martin Tadlock, Dean, College of
Professional Studies #30,
1500 Birchmont Drive NE
Bemidji, MN 56601-2699 or
email mtadlock@bemidjistate.edu
FAX: 218-755-3788.

Director of Development, College of Professional Studies & Center for Extended Learning (Unclassified MSUAASF)

Responsibilities:

- Plan, organize, implement and sustain development activities within the College of Professional Studies and the Center for Extended Learning (CEL).
- Manage budgets to plan, organize and manage a major giving program including establishing and sustaining relationships with business and industry, College of Professional Studies alumni, and other constituents.
- Create a culture of collaboration between the University, the College of Professional Studies and CEL, the BSU Foundation and its constituents.
- Assist with recognition/event planning and follow-up.
- Maintain active engagement in University, community and system organizations including professional associations and professional development.

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:

- BA/BS degree.
- At least 2 to 5 years of demonstrated experience in fund raising, marketing, sales and/or cultivating relationships in higher education, business and industry.
- Experience in researching prospective donors and proposal writing.
- Familiar with marketing principles and practices and possess demonstrated skills of organizing, delegating, working with and motivating people.
- Excellent oral and written communication skills.
- Highly refined organizational abilities.
- Effective human relations skills are needed because many of the position's responsibilities include establishing and maintaining effective working relationships with donors, university employees, students, businesses and the public.
- Well developed research capabilities and a familiarity with technology used to create donor profiles and to conduct fund searches.
- Strong analytical skills, project development, management and proposal writing knowledge.

Preferred Qualifications:

- MA/MS or work towards MA/MS.
- Overall knowledge of the development field, specific knowledge of fund raising methods such as Moves Management and special emphasis on programs at Bemidji State University within the College of Professional Studies and CEL.

Application Procedure:

Submit (hard copy/fax documentation preferred) letter of application, resume, graduate and undergraduate transcripts (note: official transcripts are required at time of employment), and the names and phone numbers of three references.



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

Position:

MnSCU Program Director 1 - Student Services (Unclassified MAPE)

Director of Campus Activities

Appointment:

Full-time Temporary

Start Date:

September 2005

End Date:

June 30, 2006

Deadline:

August 12, 2005 or until filled

Send materials to:

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

Contact:

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

Responsibilities:

- Develop, expand and coordinate all Student Life sponsored campus events and activities.
- Improve and direct event promotion and marketing.
- Maintain Student Newsletter and event calendar.
- Manage Student Life website and weekly e-mail announcements to students.
- Manage and expand services, resources and programs at Student Center.
- Develop and coordinate a student leadership program that enhances students/leadership skills and abilities and provides opportunities for students to utilize these skills on the campus and in the community.
- Coordinate Student Life recognition events and activities.

Minimum Qualifications:

- Bachelor's degree in Student personnel, Recreation and Leisure, Student Counseling or closely related field.
- Experience planning, coordinating, scheduling and promoting recreational, social, cultural, and special events.
- Ability to implement specific student activity projects for desired outcome and event success.
- Ability to work in a diverse community of learners.
- Ability to use computers, including a variety of software.
- Excellent written and oral communications skills.
- Resourceful and responsive to students' needs.
- Ability to manage a budget.

Preferred Qualifications:

- Master's degree.

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/empoppo archive/eo archive.html>

HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

Position:

English Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

August, 2005

Location:

Brooklyn Park & Eden Prairie

Deadline:

August 12, 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:

- Prepare daily lesson plans and teach courses.
- Evaluate student skills and abilities.
- Maintain records and post grades.
- Participate in professional development activities for self improvement.
- Acquire/maintain licensure.
- Develop curriculum, course outlines, and syllabi.
- Schedule classes in efficient, customer friendly manner.
- Develop and manage program budgets.
- Recruit or assist in the recruitment of students for the college.
- Advise students.
- Assist in hiring/mentoring of new adjunct and part-time faculty.
- Assist in hiring of other faculty as member of interview team.
- Assist with placement of students as needed.
- Set-up, monitor and assess internships for students.
- Develop partnerships with internal and external customers.
- Become an active member of your department team.
- Volunteer for membership on college committees, task forces, union groups, and trade related organizations.
- Assure that equipment is maintained in your program.
- Interface with salespersons for books, supplies, equipment, etc.
- Supervise work study students and/or college lab assistants assigned to your program.
- Utilize technology to assist in the classroom (i.e. Power Point, DVD's, distance learning, etc.
- Manage the classroom environment.
- Actively participate in program meetings and advisory groups.
- Other duties as assigned.

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in General Education English/Composition/Literature (#800020). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu.
- Master's degree with at least 16 semester graduate credits in English.
- Possess an understanding of how to teach by a variety of methodologies.
- Possess excellent communication skills.
- Ability to provide extra help for students as needed.

Preferred Qualifications:

- Knowledge of D2L and Power Point.
- Previous experience teaching online courses.
- Prior experience teaching career and Tech Ed students.

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

INVER HILLS COMMUNITY COLLEGE
2500 80th Street East
Inver Grove Heights, MN 55076

Position:

Career Development Instructor (Unclassified MSCF-CC Faculty)

Appointment:

Part-time Temporary
Monday 2:00 - 4:00pm and 5:30-
7:30 pm
Wednesday 2:00-4:00 p.m.

Start Date:

August 2005

End Date:

January 2006

Location:

Augsburg Academy Charter
School in Bandana Square

Deadline:

Open Until Filled

Send materials to:

Human Resources
Inver Hills Community College
2500 - 80th Street East
Inver Grove Heights, MN 55076

Contact:

Denise Hammer
(651) 450-8670 (voice)
(651) 450-8399 (fax)
HumanResources@inverhills.edu

Responsibilities:

- Teach Life Career Planning

Minimum Qualifications:

- Master's degree with a major in counseling or counseling psychology.

Preferred Qualifications:

- Teaching experience in career development

Application Procedure:

Submit a letter of interest, resume, IHCC Employment Application (found at <http://depts.inverhills.edu/HR/Vacancies/>), and transcripts (copies acceptable at time of application - official copies due at time of hire)



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

INVER HILLS COMMUNITY COLLEGE
2500 80th Street East
Inver Grove Heights, MN 55076

Position:

Psychology Instructor (Unclassified MSCF-CC Faculty)

Appointment:

Part-time Temporary
Wednesdays 6:00 - 9:00 pm
Thursdays 6:00 - 8:30 pm.

Start Date:

August 2005

End Date:

December 2005

Location:

Apple Valley Higher Education and
United Hospital

Deadline:

Open Until Filled

Send materials to:

Human Resources
Inver Hills Community College
2500 80th Street East
Inver Grove Heights, MN 55076

Contact:

Denise Hammer
(651) 450-8670 (voice)
(651) 450-8399 (fax)
HumanResources@inverhills.edu

Responsibilities:

- Teach General Psychology and Adulthood and Aging Psychology. (These classes are for adult learners and are accelerated courses).

Minimum Qualifications:

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

Preferred Qualifications:

- Post-secondary teaching experience.

Application Procedure:

Submit a letter of interest, resume, IHCC Employment Application (found at <http://depts.inverhills.edu/HR/Vacancies/>), and transcripts (copies acceptable at time of application - official copies due at time of hire)



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

INVER HILLS COMMUNITY COLLEGE
2500 80th Street East
Inver Grove Heights, MN 55076

Position:

Customer Services Specialist - Intermediate (Classified AFSCME)

Appointment:

Full-time Unlimited

Start Date:

Immediate

Deadline:

August 15, 2005

Send materials to:

Minnesota Department of
Employee Relations (DOER)
website at
www.doer.state.mn.us/ResumeBuilder
der or by paper to Department of
Employee Relations (DOER) 200
Centennial Office Building, 658
Cedar Street, St. Paul, MN 55155-
1603

Contact:

Denise Hammer
(651) 450-8670 (voice)
(651) 450-8399 (fax)
HumanResources@inverhills.edu

Responsibilities:

- Provide clerical support services to the Career Development Center.
- Assist students with career and educational resource materials.
- Perform college receptionist duties and assists with the coordination of new student orientation.

Position Qualifications:

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

Application Procedure:

Submit your resume through the online Resume Builder at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.



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

INVER HILLS COMMUNITY COLLEGE
2500 80th Street East
Inver Grove Heights, MN 55076

Position:

Reading Instructor (Unclassified MSCF-CC Faculty)

Appointment:

Part-time Temporary
Tuesdays and Thursdays 8:30 - 9:45
a.m.

Start Date:

August 2005

End Date:

December 2005

Deadline:

Open Until Filled

Send materials to:

Human Resources
Inver Hills Community College
2500 - 80th Street East
Inver Grove Heights, MN 55076

Contact:

Denise Hammer
(651) 450-8670 (voice)
(651) 450-8399 (fax)
HumanResources@inverhills.edu

Responsibilities:

- Teach Reading College Texts.

Minimum Qualifications:

- Master's degree with a major in secondary or adult reading, or master's degree with 24 quarter/16 semester graduate credits in reading including elementary reading, which would apply to the major and a minimum of 6 graduate quarter/4 semester credits in adult education.

Application Procedure:

Submit letter of interest, resume, IHCC Employment Application (found at <http://depts.inverhills.edu/HR/Vacancies/>), and transcripts (copies acceptable at time of application - official copies due at time of hire)



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

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

**1501 Hennepin Avenue
Minneapolis, MN 55403**

Position:

Office & Administrative Specialist, Senior (Classified AFSCME)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Deadline:

August 8, 2005

Send materials to:

Office & Administrative
Specialist, Senior
Human Resources
1501 Hennepin Ave
Minneapolis, MN 55403

Contact:

www.minneapolis.edu

Elaine Kirchner

612-659-6844

Responsibilities:

- Provide administrative support to the Executive Director of College Advancement and the Director of Marketing and Public Relations.
- Assist the department in fulfilling their missions.

Minimum Qualifications:

- Math (e.g., equations, account reconciliation, making change).
- Typing/Keyboarding (50 WPM).
- Data Entry Performance.
- English (speaking, writing, and reading).
- Computerized Inventory Control System.
- Word Processing.
- Spreadsheets.
- Database Management.
- Bookkeeping.
- Accounting, budgeting, and expense.
- Customer Service skills (phone, in person, public presentation).
- Development of administrative and programmatic procedures.

Application Procedure:

Submit a resume and cover letter to Minneapolis Community & Technical College. 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. You will be able to submit your resume online with the MN Dept. of Employee Relations from August 5th through the 8th 2005, use the following vacancy number when applying 05MNSC000521.



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

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

**1501 Hennepin Avenue
Minneapolis, MN 55403**

Position:

MnSCU Program Director 1 - College Advancement (Unclassified MAPE)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Deadline:

August 10, 2005

Send materials to:

MnSCU Program Director 1
- Administration - College
Advancement Search
Human Resources
1501 Hennepin Ave
Minneapolis, MN 55403

Contact:

www.minneapolis.edu

Elaine Kirchner
612-659-6844

Responsibilities:

- Provide high-level professional and managerial skills to the largest urban, two-year comprehensive institution in Minnesota.
- Provide the above services at one of the largest two-year colleges in Minnesota – and by measures of yearly gifts, grants, and endowment size – to one of the largest college advancement functions within the MnSCU system.
- Manage one of the largest scholarship functions within a two-year institution at MnSCU. Provide key financial support to college advancement and to the foundation.
- Oversee the alumni affairs function, manage grant administration, and provide professional level support to the Executive Director of College Advancement in areas of external relations including community and government relations and event planning.

Minimum Qualifications:

- A professional and positive approach and a service-oriented attitude.
- Managerial abilities to provide high-level services, manage programs, and serve multiple constituencies.
- Financial and accounting skills.
- Thorough knowledge of college's programs, resources, services, procedures and policies and ability to communicate that information in an effective and clear manner.
- Ability to develop a strong, cooperative working relationship with campus employees.
- Knowledge of non-profit operations and reporting requirements
- Clear written communication is essential.
- Ability to work in a culturally diverse institution
- Knowledge of a variety of computer programs including accounting software.
- Skills to effectively organize and prioritize work.
- Ability to work independently with minimal direction

Application Procedure:

Submit cover letter and resume.



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

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
1011 First Street West
Canby, MN 56220

Position:

Campus CEO (Unclassified MnSCU Administrators' Plan)

Appointment:

Full-time Unlimited
Year-round

Start Date:

September, 2005

Location:

Worthington Campus

Deadline:

August 26, 2005

Send materials to:

Karen Miller, Director of Human
Resources,
1011 First Street West
Canby, MN 56220

Contact:

Questions regarding the position
can be directed to:
Diane Graber, College Provost, at
507-372-3400.

Responsibilities:

- Provide academic and administrative leadership to the campus's students, faculty, staff, programs and services.
- Maintain, administer, monitor and evaluate the campus budget in concert with the campus and college administrative staff.
- Evaluate and oversee, in conjunction with other college administrators, on-campus functions and services: physical plant, campus business office, athletics, food service, and student and administrative services.

Minimum Qualifications:

- Masters degree in student service related field.
- Minimum of three years administrative/leadership experience (higher education).
- Knowledge of financial assistance, housing, scholarships, transfer credits and placement and credentialing options.
- An understanding of and a commitment to the mission of liberal arts and post-secondary technical education.
- Demonstrated strong and decisive leadership.
- Excellent interpersonal skills.

Preferred Qualifications:

- Earned degree in Educational Leadership .
- Vocational/technical education or comprehensive community college experience.

Application Procedure:

Submit a detailed resume and cover letter which specifically addresses the above qualifications as well as unofficial copies of undergraduate and graduate transcripts. Please include the names, titles, business and home telephone numbers of five professional references.



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

NORMANDALE COMMUNITY COLLEGE

9700 France Avenue South
Bloomington, MN 55431

Position:

Customized Training Representative (Unclassified MAPE)

Appointment:

Full-time Unlimited
Monday-Friday
8:00 a.m.-4:30 p.m.
Year-round

Start Date:

As Soon As Possible

Deadline:

August 15, 2005

Send materials to:

Human Resources
Normandale Community College
9700 France Ave. S.
Bloomington, MN 55431

Contact:

Karen Ricci
Tel:952/487-8266
Fax:952/487-8265

Responsibilities:

- Plan, operate and evaluate client site contract training services to businesses, industries, agencies and/or organizations.
- Sell customized training services, non-credit and credit courses, and consulting services to businesses, organizations and individuals.
- Plan, organize, and provide non-credit professional development courses to the general public.

Minimum Qualifications:

- Knowledge of MnSCU applicable statutes, rules, regulations and policies.
- Business/Industry experience.
- Ability to communicate with many levels of people.
- Accountability and entrepreneurial skills.
- Marketing and Business savvy.
- Knowledge of emerging technology and business planning.
- Knowledge of course and program design, instructional technology, and industry practices.
- Direct sales experience.

Preferred Qualifications:

- Problem solving and creativity.
- Ability to prioritize.

Application Procedure:

Submit letter of interest, resume, names and phone numbers of three professional references, and Normandale Application form (can be found at <http://faculty.normandale.edu/~hr/professional.htm>).



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

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

Position: **Welding Instructor (Unclassified MSCF-TC Faculty)**

Appointment:

Full-time Unlimited

Start Date:

August 16, 2005

Location:

Thief River Falls

Deadline:

August 12, 2005

Send materials to:

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

Contact:

Kristi Lane
Kristi.lane@northlandcollege.edu
218-681-0739
Fax: 218-681-0740

Responsibilities:

- Teach courses in the welding division.
- Develop and deliver innovative courses/workshops for business and industry clientele.
- Ability and desire to develop and build relationships with local employers, local high schools and the manufacturing Process Technology program team.

Minimum Qualifications:

- Must possess or qualify for MnSCU Vocational Technical License in Welding Occupations (#172306). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu.
- 8000 hours of occupational experience appropriate to the credential requested.
- Bachelor's or above degree in appropriate major and 4000 hours of occupational experience.

OR

- Associate degree or two year diploma (980 quarter credits) in appropriate field and 6000 hours of occupational experience.

OR

- One year diploma in appropriate field and 7000 hours of occupational experience.

OR

- Courses for credit or clock hours (1 quarter credit/20 hours or 1 semester credit/30 hours) with an appropriate title or prefix and occupational hours totaling 8000.

Application Procedure:

Submit letter of application resume, copy of college transcripts and names, and contact information of three professional references.



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

RIVERLAND COMMUNITY COLLEGE
1900 8th Avenue NW
Austin, MN 55912

Position:

**MnSCU Program Director 2 - Regional Diversity Trainer & Investigator
(Unclassified MAPE)**

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Location:

To be determined on an individual basis.

Deadline:

Open until filled. Review of applications will begin on August 15, 2005.

Send materials to:

Regional Investigator Search
Human Resources Office
Riverland Community College
1900 8th Ave NW
Austin, MN 55912

Contact:

hr@riverland.edu

Responsibilities:

- Conduct quality and consistent investigations into complaints of legal or general harassment or discrimination.
- Assure compliance with MnSCU, State and Federal policy and Statute.
- Develop and deliver training sessions and advance diversity to improve campus climate. Serve as consultant on issues of policy and procedure.

Minimum Qualifications:

- Bachelor's degree.
- Experienced investigator of sexual harassment, discrimination, and misconduct complaints.
- Facilitation and human relation skills.
- Communication skills in interviewing and reporting.
- Ability to develop and deliver presentations and training sessions.
- Must be willing to adjust schedule and travel frequently for job duties and training expectations.
- Strong computer skills including MS Office products.

Preferred Qualifications:

- Master's degree.
- Grant writing experience.

Application Procedure:

Submit letter of application outlining your experience in the above areas, current resume, transcripts, and a list of three or more references with names, addresses and phone numbers.



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

ST CLOUD TECHNICAL COLLEGE
1540 Northway Drive
St. Cloud, MN 56303

Position:

MnSCU Administrator – Executive Director for Institutional Advancement
(Unclassified MnSCU Administrator)

Appointment:

Full-time Unlimited
Year-round

Start Date:

October 1, 2005

Deadline:

August 15, 2005

Send materials to:

Human Resources
St. Cloud Technical College
1540 Northway Drive
St. Cloud, MN 56303

Contact:

Annie Salner
Human Resources
(320) 308-5993 (phone)
(320) 308-6004 (fax)
asalner@sctc.edu

Responsibilities:

- Design, strategic planning, implement and supervise a comprehensive institutional advancement and fund development program at the College.
- Serve as the chief development officer of the College and the Executive Director of the SCTC Foundation.
- Provide leadership for fundraising gifts and grants, friend raising, alumni affairs, marketing and marketing recruitment, public and media relations, and government relations.
- Provide leadership and direction to the SCTC Foundation in its efforts to raise funds to support the College. Serve as the Executive Director of the SCTC Foundation.
- Identify and secure public and private sources of funding to support College-wide initiatives. Develop programs and partnerships with community, corporate, and federal and state funding agencies.
- Manage and direct all alumni strategic planning, programs and initiatives.
- Manage and direct the marketing, marketing for recruitment, and media and government relations efforts of the College.

Minimum Qualifications:

- Bachelor's degree in a related field.
- Minimum of 5 years of progressively successful fundraising and marketing experience in a closely comparable field and significant experience with comprehensive institutional advancement programs.

Preferred Qualifications:

- Master's degree.

Application Procedure:

Submit cover letter, resume, college transcripts, completed St. Cloud Technical College job application found at <http://www.sctc.edu/cgi-bin/hr/jobs/> and names and phone numbers of four references relevant to the position.



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

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

Position: Customer Service Specialist, Intermediate (2 Positions) (Classified AFSCME)

Appointment:
Full-time Unlimited

Start Date:
As soon as possible

Location:
Mankato Campus

Deadline:
August 10, 2005

Send materials to:
Contact Human Resources at
South Central College (507-389-
7209) for specific instructions on
how to apply.

Contact:
Laural Kubat, HR Director
Phone: 507-389-7219
Email:
laural.kubat@southcentral.edu

Responsibilities:

- Provide customer and processing services in the area of registration, financial aid, and admissions.
- Serve as a key service point for internal and external customers guiding students through the enrollment process, assisting with the recruitment and retention of students.
- Provide document processing, tax verification, and student correspondence in the financial aid area.

Position Qualifications:

- Data Entry Performance.
- Customer Service Skills (phone, in person, public presentations).

Preferred Qualifications:

- Minimum 2-year degree/diploma.
- Strong customer service and problem solving skills.
- Ability to multi-task.
- Excellent oral communication skills.
- Experienced Microsoft Office Suite software user.
- Student orientated, knowledge of higher education, MnSCU ISRS (Integrated Student Record System).

Application Procedure:

Contact Human Resources at South Central College (507-389-7209) for specific instructions on how to apply.



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

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

Position:

Foundation Executive Director (Unclassified MAPE)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Location:

Mankato Campus

Deadline:

August 19, 2005

Send materials to:

ATTN: Human Resources
South Central College
Mankato Campus Foundation
1920 Lee Boulevard
North Mankato, MN 56003

Contact:

Kathy Zins, HR
Phone: 507-389-7209
Fax: 507-388-9951
Email: kathy.zins@southcentral.edu

Responsibilities:

- Organize and execute annual fund drive.
- Cultivate major gift donors and friends.
- Market and promote all Foundation events and activities.
- Create and implement annual budget and planning process.
- Manage all financials including monthly reports, annual audits, endowments, and investment holdings.
- Coordinate board membership and provide training to members.
- Work with members of SCC including the President, Marketing Director, and Alumni Director to enhance the college's image and visibility.

Minimum Qualifications:

- Excellent interpersonal and communication skills and the ability to direct a large number of volunteers.
- Proficient in multi-tasking.
- Organizational skills.
- Experience in Microsoft Word.
- Post-secondary degree in Marketing, Business Management, or other related field.
- Minimum of 3 years experience in fundraising, education, or other related fields.

Preferred Qualifications:

- Knowledge of donor management software, Excel, Access, and Outlook.
- Specialized development education.

Application Procedure:

Submit a letter of application, resume, and names, addresses, and phone numbers of at least three references.



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

SOUTHWEST MINNESOTA STATE UNIVERSITY
1501 State Street
Marshall, MN 56258-1598

Position: Chief Information Officer (Unclassified MnSCU Administrator)

Appointment:
Full-time Unlimited

Start Date:
October 2005

Deadline:
Position will remain open until filled.

Send materials to:
Office of Human Resources
Southwest Minnesota State
University
1501 State Street
Marshall, MN 56258.

Contact:
Barb Okrina
507/537-6208
E-mail: hr@southwestmsu.edu
visit our web page:
www.southwestmsu.edu

Responsibilities:

- Provide essential leadership for campus-wide information technology systems, including telecommunications, data, and video services.
- Coordinate the development and delivery of IT services for faculty, students, and administration.
- Plan, organize, and implement the University's program of institutional research.
- High-energy leader with integrity, vision, flexibility, and creativity.

Minimum Qualifications:

- An advanced degree in Information Systems or related field, or equivalent combination of education and experience..
- Five years of experience in information technology, information services, and instructional technology. Experience must include senior management experience and budget, organizational, and change management in a university environment.
- Demonstrated knowledge of a broad range of higher education information technologies including administrative and academic computing, databases, information management, web services, and security.
- Demonstrated ability to conceptualize and articulate a campus IT vision and strategy to the university community.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies. Ability to create an engaged work environment that rewards creativity and innovation.
- Ability to collect, analyze, interpret, and communicate a broad range of institutional data.
- Strategic planning and advanced leadership skills

Application Procedure:

Submit a letter of application addressing position qualifications, resume, official transcripts and the name, address, and phone numbers of five references.



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

VERMILION COMMUNITY COLLEGE
1900 East Camp Street
Ely, MN 55731

Position:

MnSCU Administrator – Dean of Finance and College Services
(Unclassified MnSCU Administrator)

Appointment:

Full-time Unlimited

Start Date:

October 2005

Deadline:

Applications will be accepted until filled. Application review will begin on August 29, 2005.

Send materials to:

Jodi Knaus
Human Resources Office
1001 West Chestnut Street
Virginia, MN 55792

Contact:

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

Responsibilities:

- Provide leadership for College Services (fiscal & auxiliary enterprises), facilities, and support for the Provost with grant acquisition, management, and supervisory responsibilities.
- Serve as member of College's Administrative Team.

Minimum Qualifications:

- Master's degree in Business Administration (MBA), Finance, Accounting or related field.
- Three to five years of business management and supervisory experience.
- Ability to be self-directing.

Preferred Qualifications:

- Prior work experience in government, education, or higher education with facility planning and management.

Application Procedure:

Submit a letter of introduction addressing qualifications, current resume, list of five professional references with current contact information, and copies of college transcripts.



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