

# 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](http://www.mnscu.edu)

August 15, 2005

**BEMIDJI STATE UNIVERSITY**  
1500 Birchmont Drive NE  
Bemidji, MN 56601

**Position:**

**Executive Director for University Advancement  
(Unclassified MnSCU Administrator)**

**Appointment:**

Full-time Unlimited

**Start Date:**

Approximately  
December 1, 2005

**Deadline:**

October 7, 2005 and will  
remain open until filled

**Send materials to:**

Executive Director for  
University Advancement  
Search Committee,  
Bemidji State University  
1500 Birchmont Drive NE, #17  
Bemidji, MN 56601-2699.

**Contact:**

Joyce Way  
218-755-2762 for vacancy  
information.

**Responsibilities:**

- Plan, coordinate, manage, and implement all fundraising efforts for Bemidji State University and the Bemidji State University Foundation.
- Build relationships with alumni, businesses, philanthropic organizations, government agencies, and friends of the University as they pertain to the Foundation.

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:**

- Master's degree in marketing, communications, business or related field.
- Extensive knowledge of and leadership success in fundraising, as well as public relations and liaison with key constituencies.
- Demonstrated ability to establish, cultivate, solicit, and receive major gifts.
- Significant experience leading successful capital campaigns, major gifts, donor research, and corporate and foundation relations.
- Knowledge of IRS requirements to develop applicable fundraising instruments.
- Proven success in leading and managing a staff and building effective advancement programs with demonstrated results.
- Successful experience working with higher education alumni.
- Human relations skills, including proven ability to work with a variety of clientele on and off campus.

**Application Procedure:**

Submit a letter of application, resume, the names, addresses and telephone numbers and e-mail addresses of five references; and unofficial transcripts of all universities attended (official transcripts are required at the time of employment).



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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**BEMIDJI STATE UNIVERSITY**  
1500 Birchmont Drive NE  
Bemidji, MN 56601

**Position:**

**Assistant Men's Ice Hockey Coach (Unclassified IFO)**

**Appointment:**

Part-time Fixed Term

**Start Date:**

Negotiable

**End Date:**

May, 2006

**Deadline:**

August 29, 2005 and will remain open until filled

**Send materials to:**

Dr. Rick Goeb  
Director of Athletics  
Bemidji State University  
1500 Birchmont Drive NE , #29  
Bemidji, MN 56601-2699.

**Contact:**

Dr. Rick Goeb  
Director of Athletics  
Fax: 218-75-3839  
Phone: 218-755-2940  
E-mail: [rgoeb@bemidjistate.edu](mailto:rgoeb@bemidjistate.edu)

**Responsibilities:**

- Assist the head coach in the operation of the men's hockey program.
- Recruit, determine eligibility, schedule, organize practices and videotape breakdown. Hockey promotions and assignments in conjunction with Beaver Pride Athletic Support Group.

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.
- Minimum of two years college hockey coaching experience.
- Demonstrated ability to manage a program and recruit student athletes.
- Knowledge of NCAA rules and regulations.
- Demonstrated interpersonal skills to enhance interaction with athletes, peers, alumni, administration and the community.

**Preferred Qualifications:**

- Master's degree.

**Application Procedure:**

Submit a letter of application, transcripts (official transcripts will be required at time of employment), resume and a minimum of three references with current phone numbers.



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**CENTRAL LAKES COLLEGE**  
501 West College Drive  
Brainerd, MN 56401

**Position:**

**MnSCU Program Supervisor 2 (Unclassified MMA)**  
Director of Enrollment Services/Registrar

**Appointment:**

Full-time Unlimited  
Year-round

**Start Date:**

September 2005

**Deadline:**

August 24, 2005

**Send materials to:**

Cindy Foote  
Assistant Director of  
Human Resources  
Central Lakes College  
501 W College Drive  
Brainerd, MN 56401

**Contact:**

Cindy Foote  
Human Resources  
Department  
Phone: 218-855-8050  
[cfoote@clcmn.edu](mailto:cfoote@clcmn.edu)

**Responsibilities:**

- Assist the Vice President of Student Affairs in directing the enrollment service matters of the college.
- Direct and supervise the admissions, records, registration, new student orientation, and the graduate/placement follow-up functions.
- Direct the development and implementation of a comprehensive enrollment services program at a large rural community and technical college with two campuses (35 miles apart) and 20 off-campus sites.

**Minimum Qualifications:**

- Possess and demonstrate organizational, administrative and financial management skills.
- Excellent interpersonal and communication skills.
- A broad working knowledge of college admissions, record and registration related technologies (i.e. imaging, electronic data interchanges, world wide web).
- A broad working knowledge of microcomputers and related software, particularly relational databases, MS Access, DARS, CAS and Microsoft Office.
- A working knowledge of AACRAO guidelines for the provision and retention of student records and all related state and federal data requirements.
- A working knowledge of state admissions policies, transfer of credit policies, tech prep initiatives and agreements, and CAEL accepted prior learning assessment policies and procedures.
- Ability to demonstrate problem analysis, process improvement and decision making skills.
- Ability to establish and maintain on-going working relationships with college staff, faculty and administration.

**Preferred Qualifications:**

- Bachelor's degree.

**Application Procedure:**

Submit resume with cover letter along with copies of transcripts.



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

**Position:** Nursing Instructor (2 Positions) (Unclassified MSCF-CC Faculty)

**Appointment:**  
Part-time Temporary

**Start Date:**  
January 2006

**End Date:**  
May 2006

**Deadline:**  
Positions will remain open until filled.

**Send materials to:**  
Century College  
Human Resources  
3300 Century Ave North  
White Bear Lake, MN 55110

**Contact:**  
Michelle Marsh  
[michelle.marsh@century.edu](mailto:michelle.marsh@century.edu)  
Telephone: (651) 779-3925  
Fax: (651) 779-5757  
TDD: (651) 779-5795

**Responsibilities:**

- Team teach an integrated registered nursing curriculum with emphasis on health, healing and holistic nursing
- Deliver classroom, nursing lab, and clinical instruction
- Participate in the larger college community through a variety of activities (e.g., curriculum development, service on committees, student life, etc.)
- Part time Nursing Instructors for 2005-2006 needed to supervise students in the acute care clinical setting.

The Inver Hills-Century Colleges Associate Degree Nursing Program is jointly operated by Century College and Inver Hills Community College. Responsibilities will involve teaching on both campuses.

**Minimum Qualifications:**

- Master's degree in nursing, nursing administration, nursing education, public health nursing or a nursing clinical specialty.
- One year of nursing experience at the professional level.
- Current Minnesota RN license or eligible to be licensed.
- Current clinical nursing practice expertis.
- Ability to work with a diverse student body that has a broad range of experiences .
- Focus on student-centered teaching/learning principles.
- Practitioner of active and experiential learning strategies.
- Willingness to incorporate the use of technology to enhance teaching and student learning.

**Preferred Qualifications:**

- Teaching experience, preferably at the college level
- Recent clinical experience in medical surgical experience, Behavioral Health or Community Nursing
- Experience in developing online curriculum
- Will consider an applicant with a bachelor's degree in nursing if nursing master's degree program is completed before probationary period is final.

**Application Procedure:**

Submit a letter of interest, current resume, copies of graduate transcripts and Employment Application ([www.century.edu/HR/positions/pdf/Application.pdf](http://www.century.edu/HR/positions/pdf/Application.pdf)).



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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

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

**Position:** Nursing Instructor (Unclassified MSCF-CC Faculty)

**Appointment:**  
Full-time Temporary

**Start Date:**  
August 2005

**End Date:**  
May 2006

**Deadline:**  
August 26, 2005 (or until  
position is filled).

**Send materials to:**  
Century College  
Human Resources  
3300 Century Ave North  
White Bear Lake, MN 55110

**Contact:**  
Michelle Marsh  
[michelle.marsh@century.edu](mailto:michelle.marsh@century.edu)  
Telephone: (651) 779-3925  
Fax: (651) 779-5757  
TDD: (651) 779-5795

**Responsibilities:**

- Team teach an integrated registered nursing curriculum with emphasis on health, healing and holistic nursing.
- Deliver classroom, nursing lab, and clinical instruction.
- Participate in the larger college community through a variety of activities (e.g., curriculum development, service on committees, student life, etc.)

The Inver Hills-Century Colleges Associate Degree Nursing Program is jointly operated by Century College and Inver Hills Community College. Responsibilities will involve teaching on both campuses.

**Minimum Qualifications:**

- Master's degree in nursing, nursing administration, nursing education, public health nursing or a nursing clinical specialty.
- One year of nursing experience at the professional level.
- Current Minnesota RN license or eligible to be licensed.
- Current Clinical nursing practice expertise.
- Ability to work with a diverse student body that has a broad range of experiences.
- Focus on student-centered teaching/learning principles.
- Practitioner of active and experiential learning strategies.
- Willing to incorporate the use of technology to enhance teaching and student learning.

**Preferred Qualifications:**

- Teaching experience, preferably at the college level.
- Recent clinical experience in Medical/Surgical Nursing.
- Will consider an applicant with a bachelor's degree in nursing if nursing master's degree program is completed before probationary period is final.

**Application Procedure:**

Submit a letter of interest, current resume, copies of graduate transcripts and Faculty/Professional Position Application ([www.century.mnscu.edu/hr](http://www.century.mnscu.edu/hr)) .



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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

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

**Position:**

**Customized Training Representative (Unclassified MAPE)**

Media Productions Director

**Appointment:**

Full-time Unlimited  
Year-round

**Start Date:**

September 2005

**Deadline:**

August 24, 2005

**Send materials to:**

Century College  
Human Resources Office  
3300 Century Avenue North  
White Bear Lake, MN  
55110

**Contact:**

Susan Zustiak  
Human Resources  
Telephone: (651) 779-3989  
Fax: (651) 779-5757  
TDD: (651) 779-5795

**Responsibilities:**

- Develop business, industry and education partnerships.
- Monitor customer satisfaction and manage customer service.
- Market media production services to a variety of businesses, organizations and individuals.
- Design and produce media production for individuals and businesses to serve client needs and generate revenue for CE/CT.

**Minimum Qualifications:**

- Knowledge and expertise in video production.
- Exceptional marketing and entrepreneurial skills.
- Strong written and verbal communication skills.
- Knowledge of training and development industry.
- Demonstrated initiative and ability to work with a team.

**Preferred Qualifications:**

- Baccalaureate degree in related field.

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

**Position:** **Building Services Supervisor (Classified MMA)**

**Appointment:**

Full-time Unlimited  
Evening Position  
Monday through Friday  
2:30 p.m. - 11:00 p.m.  
Year-round

**Start Date:**

September 1, 2005

**Location:**

Main Campus (Rosemount)

**Deadline:**

August 19, 2005  
4:00 P.M.

**Send materials to:**

Dakota County Technical  
College Human Resources  
1300 145th Street East  
Rosemount, MN 55068-  
2999,  
or Fax to 651-423-8564,  
resumes may also be sent  
electronically to  
[HR@dctc.edu](mailto:HR@dctc.edu)

**Contact:**

Lynne Weierke at  
651-423-8339  
or  
Tammy Davis at  
651-423-8411

**Responsibilities:**

- Hands-on working supervisor.
- Provide supervision and leadership for the evening custodial and security staff.
- Assume late afternoon and evening building supervision.
- Implement and conduct supervisory activities for the custodial and security staff.
- Manage, oversee and work with staff in building cleaning activities so that the facilities are clean and presentable at the highest possible standard.
- Exercise proper precautions to protect the night security and safety integrity of the campus buildings and staff.

**Minimum Qualifications:**

- Ability to lift thirty-five pounds on a regular basis.
- Ability to lift up to fifty pounds on an occasional basis.
- Ability to stoop, kneel, push, pull, work above shoulders, walk stairways, and climb ladders.
- Ability to safely operate or learn how to safely operate various equipment including vacuum cleaners (push and riders), carpet extractors, floor scrubbers, buffers and pressure washers.
- English (speaking, reading, and writing).

**Preferred Qualifications:**

- Lead work and/or supervisory experience.

**Application Procedure:**

Submit a resume.



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

**Position:**

**Faculty - Librarian (Unclassified MSCF-TC Faculty)**

**Appointment:**

Part-time Unlimited  
.50 FTE

**Start Date:**

As Soon As Possible

**Deadline:**

August 26, 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](mailto:hr@dctc.edu)  
651-423-8411

**Responsibilities:**

- Provide reference service to students and staff .
- Perform research for administrative needs (such as new program start-up data).
- Oversee other library systems/functions such as circulation and acquisitions.

**Minimum Qualifications:**

- Master's Degree in Library Science or equivalent.
- Experience working with administrative functions of one or more library catalog systems, such as PALS, MINITEX, OCLC, or ALEPH.
- 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 students.

**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](mailto: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](http://www.dctc.edu/about/employment.asp)



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**HENNEPIN TECHNICAL COLLEGE**  
**9000 Brooklyn Blvd**  
**Brooklyn Park, MN 55445**

**Position:**

**Customer Service Specialist, Intermediate (Classified AFSCME)**

**Appointment:**

Full-time Unlimited  
Monday-Thursday  
9:30 a.m.-6:00 p.m.  
Friday  
8:00 a.m. - 4:30 p.m.

**Start Date:**

August 30, 2005

**Location:**

Eden Prairie

**Deadline:**

August 22, 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  
EMail:  
[missy.miller@hennepintech.edu](mailto:missy.miller@hennepintech.edu)  
Fax: (763) 488-2992

**Responsibilities:**

- Provide detailed procedural information and assistance about Hennepin Technical College's multiple programs and services, specifying processes and guidelines to both internal and external customers.
- Provide customer service in person and on the phone, answer questions, schedule appointments, analyze situations and resolves or refers problems to faculty and staff.

**Position Qualifications:**

- Typing/Keyboarding (40 WPM).
- Data Entry Performance.
- English (speaking, writing, and reading).
- Spreadsheets.
- Database Management.
- Physical Demands (e.g., lifting, standing, sitting, pulling).
- Customer Service Skills (phone, in person, and public presentations).

**Preferred Qualifications:**

- Knowledge of CPR and how to use the heart defibrillator.
- Knowledge of HTC and MNSCU programs, services and the ability to answer diverse questions in a concise manner and/or refer for appropriate assistance.
- Ability to interview customers to obtain information and determine needs of diverse populations.
- General office practices.
- Software knowledge of Microsoft Word, Excel, Access, Power Point, and ISRS.
- Knowledge of specific technical programs information/
- Oral and written communication sufficient to assist a variety of clients.
- Human relation skills sufficient to assist customers and represent the college in a positive manner.
- Problem resolution techniques and the ability to calm angry and confused customers so that necessary information can be gathered and communicated.
- Ability to use good human relation skills to interact with others (common courtesy, tact, positive problem resolution, empathy and logical organization of ideas).
- Work constructively and harmoniously with other employees and the general public.
- Maintain confidentiality of private information according to laws, rules, policies, and procedures.

**Application Procedure:**

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



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**MINNESOTA STATE COLLEGES & UNIVERSITIES**  
**OFFICE OF THE CHANCELLOR**  
500 Wells Fargo Place  
30 East Seventh Street  
Saint Paul, MN 55101

**Position:**

**System Director (Unclassified MnSCU Administrator)**  
MnOnline Business Development Director

**Appointment:**

Full-time Unlimited

**Start Date:**

October 3, 2005

**Location:**

Office of the Chancellor  
St. Paul, MN

**Deadline:**

September 2, 2005

**Send materials to:**

Kathy DeShane  
Academic Innovations  
Wells Fargo Place  
30 7th St. E., Suite 350  
St. Paul, MN 55101-7804  
651-643-3603  
Fax: (651) 632-5008  
E-mail:  
[kathy.deshane@so.mnscu.edu](mailto:kathy.deshane@so.mnscu.edu)

**Contact:**

Kathy DeShane  
Academic Innovations  
651-643-3603  
Fax: (651) 632-5008  
E-mail:  
[kathy.deshane@so.mnscu.edu](mailto:kathy.deshane@so.mnscu.edu)

**Responsibilities:**

- Build relationships with employers and partners so that connections and alliances are made which enhance services for all MnOnline users.
- Direct local, statewide and national initiatives so that higher education, state and local government, community-based organizations, etc. are engaged in addressing needs of businesses and workforce development.
- Provide presentations for business users explaining individual courses, education and training options, degrees, services and other resources available through MnOnline.
- Manage the integration of the Corporate e-Learning Model and MnOnline so that users have information on how these programs are coordinated.
- Provide administrative oversight to develop and implement processes and procedures associated with defining a Corporate e-Learning Model for MnOnline.
- Build viable public-private partnerships to encourage and sustain corporate e-Learning initiatives with MnOnline, including resources and reinvestment strategies; be a team leader for multiple groups.
- Provide administrative oversight of marketing plans and activities that create and sustain a growing awareness among learner segments of MnOnline so that coordinating research anticipates, prepares and addresses the future education and training requirements of MnOnline learners.
- Provide management oversight for the development of marketing materials directed at corporate clients and other user groups within the context of partnering with MnOnline as a preferred provider of training and education.
- Design, develop and deliver corporate work plans and training for MnOnline so that corporate clients have assistance in developing a plan, offerings and services for their users; negotiate contracts with corporate clients.
- Act as a liaison on behalf of the MnOnline to employers, their employees and other partners, locally, statewide and nationally for MnOnline services and offerings, so that they receive the highest level of customer service.
- Lead the planning and execution of external communications resources aimed toward specific learner segments present and future.
- Convene and manage regional or national user groups representing potential partners for MnOnline.
- Communicate with users and provide market analysis as requested.
- Supervise professional staff which includes knowledge of labor agreements, hiring, promoting, discharge, discipline, grievances, etc.
- Oversee the planning, design, development, and evaluation of MnOnline organizational planning, development and evaluation of programs and services.
- Develop a self-sustaining business model for Minnesota Online and lead Fiscal Workgroup so that there is discussion and agreements for modeling financials for business planning.

**Minimum Qualifications:**

- Master's degree with emphasis in management or related field.
- At least five years experience in education management or administration.
- Experience in marketing/sales, higher education and business methodologies and management.
- Demonstrated team work/leader with multiple groups/organizations.
- Demonstrated supervisory skills including labor agreements, hiring, promoting, discharge, discipline, grievances, etc.

**Preferred Qualifications:**

- Exceptional organization, business management and interpersonal skills.
- Advanced education or experience in statistics and research methods.
- Technical writing skills to produce reports and strategic plans.
- Leadership experience in program development and implementation
- Experience in building and maintaining business partner relationships, team-building, and grant writing.

**Application Procedure:**

Submit cover letter, current resume, and a list of three references.



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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

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

**Position:**

**Child Care/Guidance/Education Instructor (Unclassified MSCF-TC Faculty)**

**Appointment:**

Part-time Unlimited  
.80 FTE  
Academic Year

**Start Date:**

Fall Semester 2005

**Location:**

Granite Falls campus

**Deadline:**

August 22, 2005

**Send materials to:**

Karen Miller  
Director of Human Resources  
Minnesota West Community  
& Technical College  
1101 1st Street West  
Canby, MN 56220

**Contact:**

Karen Miller  
Director of Human Resources  
507-223-7252  
[karen.miller@mnwest.edu](mailto:karen.miller@mnwest.edu)

**Responsibilities:**

- Instruct, evaluate and advise students.
- Develop and update curriculum, as necessary.
- Conduct and participate in department meetings, advisory committee meetings and college wide meetings.
- Maintain currency in the field through participation in professional organizations and completion of upgrading activities.
- Perform other duties as assigned by the Vice President of Academic Affairs or Dean of Career and Technical Programs.

**Minimum Qualifications:**

- Must possess or qualify for a MnSCU Vocational Technical License in Child Care/Guidance/Education Occupations (#090201) which requires 8000 hours of work experience.  
OR
- 6000 hours of work experience with a 2 year credential in a related field.  
OR
- 4000 hours of work experience with a 4 year degree in a related field.
- Experience/knowledge in early childhood education and development.

**Preferred Qualifications:**

- Bachelor's degree.
- Experience in training and teaching, curriculum design and development.

**Application Procedure:**

Submit cover letter, resume, a list of three professional references and a copy of college transcripts.



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**NORMANDALE COMMUNITY COLLEGE**  
9700 France Avenue South  
Bloomington, MN 55431

**RE-POSTING**

**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 20, 2005

**Send materials to:**

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

**Contact:**

Karen Ricci  
Tel.:952/487-8269  
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:**

- Bachelor's degree.
- Knowledge of MnSCU applicable statues, 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 (found at <http://faculty.normandale.edu/~hr/professional.htm>)



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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**Position:** Graphic Arts Specialist (Classified AFSCME)

**Appointment:**  
Full-time Temporary

**Start Date:**  
September 6, 2005

**End Date:**  
December 31, 2005

**Location:**  
Austin

**Deadline:**  
August 19, 2005

**Send materials to:**  
Submit your resume and supporting information to the Department of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder>.  
Or by paper to Department of Employee Relations (DOER)  
200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155-1603

**Contact:**  
[hr@riverland.edu](mailto:hr@riverland.edu)

**Responsibilities:**

- Provide graphic services to produce high-quality, press-ready copy by deadlines.
- Communicate with and advise administrators, faculty, staff and students regarding Communications Department services.
- Help plan and implement annual Advertising and Promotional plan
- Purchase and inventory promotional items. Respond to requests for promotional materials.
- Participate in Southern Minnesota Two-Year College's Marketing Consortium. Assist in developing recruitment materials and supporting documents.
- Participate in state seminars and training sponsored by the State of Minnesota.
- Other duties as assigned by department supervisor.

**Minimum Qualifications:**

- Two-year degree in graphic design and/or three to five years of work experience in graphics/printing field.
- Ability to make use of appropriate desktop publishing and computer-aided technology and understanding of printing methods and procedures including 4 –color and pantone separation process.
- Proficient in Electronic Publishing, Typography and Layout to design and producing camera-ready documents.
- Knowledge of and ability to use Macintosh and PC computer operating systems.
- Knowledge of and ability to use various software products; Microsoft Office, QuarkXPress, Adobe Photoshop, Adobe Illustrator, and Acrobat Professional.
- Knowledge of marketing and public relations concepts, practices and strategies.
- Ability to plan and develop marketing/advertising plans, themes and publications.
- Communicate orally and in writing to diverse audiences.
- Creativity to develop ideas, slogans.
- Decision-making skills .
- Ability to deal with employees and customers professionally.
- Ability to prioritize tasks by outlining procedures, time management and ability to make good judgment and report outcomes.
- Enthusiasm and a positive attitude to ensure the college is presented positively internally and externally.

**Application Procedure:**

Submit your resume and supporting information to the Department of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste in your existing resume or let the software create a resume for you. Once your resume is submitted to the database, you can apply for this position online by doing a job search.

If you wish to apply with a paper copy, submit your resume AND a complete Employment Application form to: Minnesota Department of Employee Relations (DOER), 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155-1603. To be considered for this vacancy, record the exact job title in the "Specific Opening" area of the Employment Application. The Employment Application form that must be submitted with a paper copy of your resume is available at <https://www.doer.state.mn.us> Click on "Employment" (top of the screen), scroll down and click on "Resume Writing", scroll down and click on "Application" OR contact DOER at 651-296-2616.



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

**Position:** Student Service Provider (Unclassified MSUAASF)

**Appointment:**  
Full-time Fixed Term

**Start Date:**  
August 29, 2005

**End Date:**  
March 10, 2006

**Deadline:**  
August 19, 2005

**Send materials to:**  
Search Committee-Student  
Service Provider  
Office of Records and  
Registration, AS 118  
720 Fourth Avenue South  
St. Cloud, MN 56301-4498

**Contact:**  
320-308-2111

**Responsibilities:**

- Process undergraduate student graduation evaluations and assist with DARS implementation.
- Assist with major program processing.
- Administer and interpret university regulations and policies related to student records and registration, admission, enrollment, etc.

**Minimum Qualifications:**

- Bachelor's degree.
- Highly skilled at providing excellent customer service.
- Well developed communication, management and organizational skills as well as the ability to work effectively as a team member.
- Ability to work with persons from culturally diverse backgrounds.

**Preferred Qualifications:**

- Experience in student records and registration, admissions, student services, or other related administrative/advising experience.

**Application Procedure:**

Submit a cover letter specifically addressing the responsibilities and qualifications as stated above, a resume; unofficial transcript(s); letters of reference from 3 individuals who can specifically comment on the candidate's abilities, experiences, and professional preparation.



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

**Position:** Admissions Representative-Territory Manager (Unclassified MSUAASF)

**Appointment:**  
Full-time Probationary

**Start Date:**  
October 1, 2005

**Deadline:**  
August 29, 2005

**Send materials to:**  
Search Committee  
AS 115  
St. Cloud State University  
720 Fourth Avenue South  
St. Cloud, MN 56301-4498

**Contact:**  
320-308-2244

**Responsibilities:**

- Recruit, retain and help students become successful through graduation.
- Conduct full schedule of visits to high schools and coordination of comprehensive recruitment plans and relationship building activities for an assigned territory including college fairs, high school visits and career programs, recruitment of targeted populations, and meeting with and presenting to prospective students on campus.

**Minimum Qualifications:**

- Bachelor's degree.
- Knowledge and understanding of the unique mission of higher education systems.
- Demonstrate organization skills plus excellent oral and written communication and public presentation skills.
- Excellent public relations skills.
- Effective work with large groups and one to one advising.
- Ability to work with persons from culturally diverse backgrounds.

**Application Procedure:**

Submit resume and cover letter, an unofficial transcript and the names and phone numbers of at least three references



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**SAINT PAUL COLLEGE – A COMMUNITY AND TECHNICAL COLLEGE**

**235 Marshall Avenue  
Saint Paul, MN 55102**

**Position:**

**Sign Language Interpreter, Temporary Seasonal (Classified MAPE)**

**Appointment:**

Part-time Temporary  
8:00 am - 1:30 pm M & W  
8:00 am - 12:30 pm T  
8:00 am - 3:30 pm Th  
plus one evening shift

**Start Date:**

August 18, 2005

**End Date:**

May 16, 2006

**Deadline:**

August 26, 2005

**Send materials to:**

Rachelle Schmidt, Human  
Resources Director  
Saint Paul College-A  
Community & Technical  
College  
235 Marshall Avenue  
Saint Paul, MN 55102  
FAX 651-846-1462  
EMAIL  
[employment@saintpaul.edu](mailto:employment@saintpaul.edu)

**Contact:**

Nicole Striegel, Dean of  
Student Services and  
Development  
651-846-1362 with specific  
questions

**Responsibilities:**

- Interpret, translate and voice interpret for classes, shops and labs; perform note taking; and oversee note taking.
- Tutor for deaf and hearing impaired students.
- Perform as a member of an educational team in monitoring and diagnosing student progress.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Knowledge of American Sign Language, signed English, specialized and technical signs appropriate to interpreting in a post-secondary learning institution; Registry of Interpreters of the Deaf Code of Ethics; and deaf culture.
- Skills in Sign language interpreting and voice interpreting using American Sign Language and signed English; competency in English grammar skills; and rewriting written and/or verbal material.
- Ability to assess language needs of deaf and hearing impaired students; perform interpreting tasks with fewest interruptions of the education process; perform interpreting tasks without supervision; and make spontaneous rational and ethical decisions related to the Registry of Interpreters Deaf Code of Ethics.

**Application Procedure:**

Submit cover letter, resume and copies of transcripts.



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