

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 22, 2005

ANOKA TECHNICAL COLLEGE

1355 West Highway 10
Anoka, MN 55303

Position:

MnSCU Program Director 1 - Student Services (2 Positions) (Unclassified MAPE)
Transition/Pathway Coordinator

Appointment:

Full-time Unlimited
Year-round

Start Date:

September 2005

Location:

One position will be located at Champlin Park High School and one position at Brooklyn Center High School.

Deadline:

September 2, 2005

Send materials to:

Anoka Technical College
Attn: Human Resources
Department/Transition
Coordinator Vacancy
1355 W Hwy 10
Anoka MN 55303
FAX: 763-576-4715

Contact:

For application information:
Human Resources
Department at
763-576-4706.
For position information:
S. Redd, Director of
Multicultural & Student
Affairs at 763-576-4773.

Responsibilities:

- Work with prospective students, from underrepresented populations, transition from high school to technical education/careers.
- Develop, implement and coordinate activities that recruit and retain students from underrepresented populations.
- Serve as building liaison between the High School and Technical College(s) to facilitate pathways into technical careers.
- Promote awareness to K-12 staff regarding technical education.
- Establish programming to increase student exposure to technical career opportunities and Technical College Programs.
- Provide advising to students interested in attending the Technical College(s) and the Secondary Technical Education Program (STEP).
- Maintain records to track student recruitment and retention.
- Assist students with establishing educational and career goals.
- Increase parent awareness of the benefits of a quality technical education and encourage parent involvement in student goal setting.
- Establish collaborative partnerships with teachers/faculty, administrators, parents, students and community for the purpose of creating student transition plans.
- Enhance existing technical college outreach activities throughout the North Metro area.
- Perform other duties as assigned by the Director of Multicultural & Student Affairs.

Minimum Qualifications:

- Knowledge of the MnSCU system and technical career program offerings
- Knowledge of community organizations and leaders serving underrepresented populations.
- Student recruitment experience.
- Effective interpersonal relations and communication skills.
- Ability to work with diverse work groups and serve the needs of the K-12 and post-secondary institutions.
- Effective planning and program management skills to develop and coordinate recruitment activities and retention strategies.
- Ability to work the required schedule, which will include evening and weekend activities.

Application Procedure:

Submit a letter of application, current resume and official college transcript(s). Please specify your location preference (i.e. the position at Brooklyn Center HS or the position at Champlin Park HS). The position located at Champlin Park High School will be a shared role between Anoka Technical College, Hennepin Technical College and Independent School District #11.



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

ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position:

**Office & Administrative Specialist - Customized Training Department
(Classified AFSCME)**

Appointment:
Full-time Unlimited
Year-round

Start Date:
September 2005

Deadline:
August 29, 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 or to Anoka Technical College at: 1355 W Hwy 10 Anoka, MN 55303 Attn: Human Resources Department/OAS Vacancy (FAX: 763-576-4715)

Contact:
Human Resources Department at 763-576-4716.

Responsibilities:

- Serve as department receptionist and respond to inquiries from internal and external customers/clients of the Customized Training Department.
- Provide administrative support to department staff including, but not limited to, word processing, preparing mailings, event scheduling, assisting with administrative functions related to training programs and records maintenance.
- Perform other duties as assigned by the Director of Customized Training.

This position has been posted as a "statewide promotional" opportunity and is open only to current State of MN employees.

Position Qualifications:

- Data Entry Performance.
- English (speaking, writing, and/or reading).
- Word Processing.
- Spreadsheets.
- Database Management.
- Customer Service Skills (phone, in person, public presentations).

Preferred Qualifications:

- Receptionist experience.
- Highly effective communication and interpersonal relations skills.
- Ability to manage multiple assignments/priorities.
- Effective organizational and time management skills.

Application Procedure:

Submit resumes through the online Resume Builder for the State of MN at <https://statejobs.doer.state.mn.us/ResumeBuilder> or submit a resume directly to Anoka Technical College.



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

ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position: General Maintenance Workers (2 Positions) (Classified AFSCME)

Appointment:

Full-time Unlimited
One position is assigned on the day shift (6:30 a.m. to 3:00 p.m. Monday-Friday), and one position is assigned on the 2nd shift (3:00-11:30 p.m. Monday-Thursday; 2:00-10:30 p.m. Friday).

Start Date:

September 2005

Deadline:

August 29, 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
or to Anoka Technical College at:
1355 W Hwy 10
Anoka, MN 55303
Attn: Human Resources
Department/GMW Vacancy
(Fax: 763-576-4715)

Contact:

Human Resources
Department at
763-576-4706.

Responsibilities:

- Perform indoor and outdoor maintenance duties.
- Clean classrooms, conference rooms, restrooms, offices and hallways.
- Provide groundskeeping work at the main campus and/or the Aviation and Horticulture campuses, as needed.
- Perform other duties as assigned by the Physical Plant Director or Facilities Director.
- Report to the Physical Plant Director and will also receive general work direction from the GMW, Leadworker.

Minimum Qualifications:

- Knowledge of cleaning methods, agents and equipment to safely and efficiently maintain a clean, healthy and safe work environment.
- Ability to effectively operate tools and equipment to complete routine maintenance and repairs.
- Ability to communicate effectively and manage time appropriately to meet job requirements.
- Ability to work both indoors and outdoors and operate outdoor equipment, such as mowers and snow blowers.
- Ability to meet the physical requirements of the position, which include frequent walking, standing, pushing, pulling and bending, lifting up to 50 pounds, moving furniture and climbing ladders.

Application Procedure:

Submit resumes through the online Resume Builder for the State of MN at <https://statejobs.doer.state.mn.us/ResumeBuilder> or submit a resume directly to Anoka Technical College. **Please specify a position preference, day shift or 2nd shift.**



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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:

ESL Instructor (3 Positions) (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

August, 2005

Location:

Eden Prairie

Deadline:

September 2, 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:

- Master's degree in English as a second language or master's degree, with 24 quarter/16 semester graduate credits in ESL which would apply to the major.
- Must possess or qualify for a MnSCU Vocational Technical License in Occupational ESL (#000570). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at:
www.licensure.mnscu.edu.
- Ability to work in a team environment as a productive/cooperative member.

Preferred Qualifications:

- Previous successful teaching experience at college level.

Application Procedure:

Submit a 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

Position:

General Maintenance Worker (Classified AFSCME)

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 29, 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.
- Room set-up for functions.
- Trash and recycle collection.
- Snow and ice removal in winter months.
- Other duties as needed.

Minimum Qualifications:

- Knowledge of custodial methods to ensure efficient operations.
- Ability to operate various custodial and grounds equipment and vehicles (including forklift and snowplow).
- Ability to lift 50 pounds.
- 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.



RE-POSTING

Position: Safety & Health Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

October 1, 2005

Deadline:

Friday, September 2, 2005.
Applications received after this date may be considered if the applicant pool is insufficient.

Send materials to:

Jodi Knaus
Safety & Health Instructor
Search
Human Resources Office
1001 West Chestnut Street
Virginia, MN 55792

Contact:

Jodi Knaus
j.knaus@mr.mnscu.edu
(218) 748-2413 for
application instructions or
salary & benefit
information.

Contact Tom Techar at
(218) 262-7273 for more
information about the
position.

Responsibilities:

- Develop Safety and Health programs in response to customer needs.
- Develop proposals and contracts with customers.
- Teach Safety & Health courses.
- Curriculum development including topic research.
- Participation in program and college matters through service on committees.
- Attendance at regular meetings.
- Continued professional development.
- Travel across Minnesota on a regular basis.

Minimum Qualifications:

- Must possess or qualify for MnSCU Vocational Technical License in Safety & Health Administration (# 172814). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu.

Preferred Qualifications:

- Experience working in mining or construction.
- Experience operating/maintaining mobile equipment.
- Bachelor's degree or higher in a related field.
- Experience teaching/training.

Application Procedure:

Submit a letter of introduction, current resume, list of three (3) professional references with current contact information, and copies of any transcripts, certifications or licenses .



Position:

Information Technology Specialist 2 Web Specialist (Classified MAPE)

Appointment:

Full-time Unlimited
8:30 a.m. – 5:00 p.m.-
Monday through Friday

Start Date:

As soon as possible

Location:

Saint Paul Campus

Deadline:

August 29, 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
or

hrrcruiting@metrostate.edu

Contact:

hrrcruiting@metrostate.edu

Responsibilities:

- o Serve as the principle web consultant to all university non-faculty, employees, and to all service departments on web design and development planning.
- o Create and develop working prototypes for web-based interfaces prior to design and development of such.
- o Service the IT department and university by assisting the Web Analyst and Online Resource Specialist in the implementation and maintenance of web based systems and related technologies.
- o Develop and maintain web (internet & intranet) information and technologies for both administrative and academic users.
- o Sserve as backup to the Web Analyst in his/her absence.

Minimum Qualifications:

- o A minimum of a bachelor's degree in Computer Science, Tech Communications or information technology related degree.
- o Current knowledge and at least one year of experience working with principles and techniques of web design, development and management.
- o Regular use of HTML and a work history that includes working with Coldfusion and Cascading Style Sheets (CSS) is required.
- o Demonstrable and in-depth experience with information design and project management.
- o A working knowledge of and at least one year of experience using Dreamweaver.
- o Experience utilizing content management tools and concepts.
- o Experience working with databases such as MySql, Oracle, or Access and be able to demonstrate understanding and usage of dynamic web content.
- o Excellent written and oral communications skills.
- o Excellent interpersonal skills and the ability to establish effective and harmonious working relationships with a wide variety of clientele from a diverse community of faculty, students and staff.

Preferred Qualifications:

- o Knowledge and support of information technology, microcomputer hardware and software and LAN/WAN network systems.
- o Ability to handle multiple projects using project management software and work within tight deadlines.
- o Evidence of continuous training to remain current in new information technology.
- o Knowledge of database and data management concepts, client/service computing, and multiple operating systems, including Windows, Macintosh and UNIX is desirable.
- o The ability to take initiative, research and recommend strategies, to solve problems independently and to document the processes thoroughly.
- o Experience working in a higher education setting is highly desirable.
- o Evidence of regular and punctual attendance record.

Application Procedure:

Submit your resume directly electronically to the Dept. of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder> prior to August 29, 2005 and reference the above Job Posting number on this vacancy notice. Your resume must specifically address in detail how your experiences meet or exceed each of the above minimum qualifications as stated in this vacancy. Candidates who do not follow the application process will not be considered. You may copy and paste your existing resume into the system or let the software create a resume for you. You may edit your resume later should your contact information or experience change; however, this must be done at least once per year to keep your resume active in their system. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interest.

You may also want to email the Human Resources office of Metropolitan State University at: hrrcruiting@metrostate.edu, letting us know that you have applied for this vacancy by referencing the Job Posting number at the top of this vacancy notice.

If you wish to apply via a paper copy, mail an original resume addressing in specific how you meet or exceed the minimum qualifications of this vacancy. Candidates who do not follow the application process will not be considered. Send your resume directly to the State of Minnesota Department of Employee Relations, 658 Cedar Street, 2nd Floor, Saint Paul, MN 55155 on or prior to the deadline date indicated above and reference Job Posting number located at the top of this posting. No fax copies will be considered. You may also want to contact the Human Resources office at Metropolitan State University, 700 East Seventh Street, Saint Paul, MN 55106 referencing the above Job Posting number.



MINNESOTA STATE COLLEGE - SOUTHEAST TECHNICAL
308 Pioneer Road & Highway 58
Red Wing, MN 55066

Position:

Customized Training Representative (Unclassified MAPE)

Custom Sales Consultant

Appointment:

Full-time Unlimited
Year-round

Start Date:

September 15, 2005

Location:

Winona and Red Wing

Deadline:

September 1, 2005

Send materials to:

Customized Training
Representative Search
Human Resources Office
Minnesota State College-
Southeast Technical
308 Pioneer Road
Red Wing, MN 55066

Contact:

Vanessa Harstad
651-385-6409
651-385-6378 (fax)

Responsibilities:

- Assess, design, develop, market, sell, coordinate and evaluate workforce training and education for business and industry and occupational skills for individuals.
- Provide consulting, marketing and sales; program development and coordination; assessment and evaluation services; the procurement of grant and funding assistance; and liaison with local and federal departments and agencies and business and industry associations in providing the educational and training services for clients and prospective customers.

Minimum Qualifications:

- Educational philosophy and practices; adult education and workforce development concepts and practice.
- Program and curriculum development, needs assessment and evaluation techniques
- Marketing strategies; project management; fiscal management documentation and auditing requirements.
- Ability to anticipate workforce needs and develop innovative training.
- Ability to attend to detail and multi-task.
- Active listening; excellent oral, written and persuasive communication skills.
- Negotiation; leadership and collaborative skills.
- Effective sales skills including the ability to prospect and make cold calls.
- Computer skills with word processing and spreadsheet applications in a Windows environment.

Application Procedure:

Submit application letter and current resume.



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

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

Position: Accounting Supervisor Principal (Classified MMA)
Campus Assistance Supervisor

Appointment:
Full-time Unlimited

Start Date:
As Soon As Possible

Location:
St. Paul

Deadline:
August 26, 2005

Send materials to:
Jeannette Nelson
Human Resources
Office of the Chancellor
Minnesota State Colleges and Universities
30 7th St. E., Suite 350
St. Paul, MN 55101-7804

Contact:
Jeannette Nelson
Phone: 651-297-3791
Fax: 651-297-3145
E-mail:
jeannette.nelson@so.mnscu.edu

Responsibilities:

- Supervise 5 accounting officer senior employees.
- Provide support to the colleges and universities in the use of Minnesota State Colleges and Universities financial systems so that the financial data is accurate and timely.
- Analyze business practices, internal controls and system use and advise schools on possible improvements.
- Lead and/or participate in financial systems user groups and workgroups.
- Develop an understanding of system modules, recommend revisions to the modules, and assist with implementation of the revisions.
- Train college, university and Office of the Chancellor staff in the use of the various systems.
- Travel is required.

Minimum Qualifications:

- Associate degree in accounting, business administration OR two years of accounting coursework.
- Three years of professional experience.
- Two years of supervisory experience.
- Strong communication skills.
- Ability to develop effective working relationships and work collaboratively with colleagues.

Preferred Qualifications:

- Bachelors degree in Business Administration or related field.
- Experience in governmental accounting.
- Knowledge of Minnesota State Colleges and Universities financial systems.
- Experience with Microsoft Access, BRIO.

Application Procedure:

Submit your resume to the Department of Employee Relations at <http://www.doer.state.mn.us/employment.htm>. 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 specific position online using the following vacancy numberr 05MNSC000586 or submit a resume for this position to the Human Resources Office.



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

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

Position:

**Associate Vice Chancellor for Information Technology/Deputy Chief Information Officer
(Unclassified MnSCU Administrator)**

Appointment:

Full-time Unlimited

Start Date:

As Soon As Possible

Location:

St. Paul

Deadline:

Application review begins
September 16, 2005.

Send materials to:

Jeannette Nelson
Office of the Chancellor
Human Resources Office
Wells Fargo Place
30 7th Street East, Suite 350
St. Paul, MN 55101-7804

Contact:

Jeannette Nelson
Office of the Chancellor
Human Resources Office
Wells Fargo Place
30 7th Street East, Suite 350
St. Paul, MN 55101-7804
jeannette.nelson@so.mnscu.edu

Responsibilities:

- Provides leadership in context of systemwide governance groups in the planning and development of policies and initiatives related to the use of technology in the teaching and learning enterprise.
- Promote the integration of technology, especially instructional technology, throughout the system.
- Serve as a Senior ITS leader in the Office of the Chancellor working intensively with campus leadership to achieve strategic/work plan objectives.
- Provide oversight and leadership for the Desire2Learn course management system related activities.
- Provide leadership to the Office of the Chancellor ITS division and, as appropriate, to campuses in support of expanded and more fully integrated technology planning.
- Provide primary responsibility for ITS planning efforts.
- Provide primary support and back-up role to the Vice Chancellor for Information Services; works to ensure close communication among various constituencies; and, serves as a close link between ITS and Academic and Student Affairs Division leadership.

Minimum Qualifications:

- Bachelor's degree, advanced degree desirable.
- At least seven years of experience in progressively responsible positions in the education and information technology fields.
- Demonstrated experience and success in working with and supporting faculty in the use and integration of information technology in teaching and learning .
- Demonstrated experience in the use of an instructional management system.
- Demonstrated experience in developing and implementing a strategic planning process resulting in an organization/division plan .
- Outstanding interpersonal and communication skills.

Application Procedure:

Submit a letter of application, resume, references, and one writing sample.



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

MINNESOTA STATE COMMUNITY & TECHNICAL COLLEGE – MOORHEAD CAMPUS
1900 28th Avenue South
Moorhead, MN 56560

Position:

MnSCU Program Director 1 –Student Services (Unclassified MAPE)
Admissions/Equity Advisor

Appointment:

Part-time Unlimited
.75 FTE and eligible for
full benefits.

Start Date:

As soon as possible

Deadline:

Applications must be
received by September 9,
2005

Send materials to:

MSCTC-Human Resources
PO Box 309
Perham, MN 56573
Fax: (218) 347-6249

Contact:

Sandi Smith
(218) 347-6241

Responsibilities:

- Provide a coordination and advising role for the campus admissions process.
- Provide direct support services to targeted students that will promote their enrollment and success.
- Support the campus marketing, enrollment management plan and activities.
- Provide services which enhance the capacity of the campus to promote equity.
- Provide support for the Gateway Program.

Minimum Qualifications:

- Bachelor's or higher degree in student personnel, behavioral science, education or human services.
- Effective human relations skills.
- Experience in customer service.
- Knowledge of referral resources for students who have learning or physical/mental needs.
- Knowledge of and ability to use computerized database.

Preferred Qualifications:

- Professional experience in a higher education setting.
- Professional experience in student services (recruitment, admissions and advising).

Application Procedure:

Submit a letter of application, resume detailing education and experience, transcripts (copies accepted), and three (3) letters of professional reference.



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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:

Account Clerk Senior (Classified AFSCME)

Appointment:

Full-time Unlimited

Start Date:

As soon as Possible

Location:

East Grand Forks Campus

Deadline:

September 7, 2005

Send materials to:

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

Contact:

Kristi Lane
218-681-0739 / 218-681-0740 fax
1-800-959-6282 ext. 1739
kristi.lane@northlandcollege.edu

Responsibilities:

- Serve as the Account Clerk Senior in the Business Office.
- Work with fixed asset accounting; which includes maintaining fixed asset inventory on the college accounting system, recording new purchases on the system, supervise physical inventory, records disposals and improve procedures on this process.
- Provide daily accounting functions; including daily bank functions, prepare and post journal entries, and interpret and explain financial data to customers.
- Work on accounts receivable accounting; which includes billing, verifying payments, late fees, payment plans, and collection processes.
- Other duties as assigned.

Position Qualifications:

- Math (e.g., equations, account reconciliation, making change).
- English (speaking, writing, and/or reading).
- Word Processing.
- Spreadsheets.
- Physical Demands (e.g., lifting, standing, sitting, pulling).
- Accounting/Budgeting/Expense.
- Customer Service Skills (phone, in person, public presentations).

Preferred Qualifications:

- Two years of post-secondary education (preferably accounting diploma) and/or three years of work experience in accounting related field.
- Knowledge of accounting sufficient to properly record business transactions.
- Ability to work independently, prioritize job responsibilities and meet deadlines.
- Prior work experience in government, education or other organization with highly structured procedures.

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. You may edit you 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 openings that meet your interest. Once your resume is submitted to the database, you can apply for this position online using the following vacancy number 05MNSC000609.



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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:

MnSCU Program Director 1 - Marketing (Unclassified MAPE)
Director of Public Relations

Appointment:

Full-time Unlimited
Year-round

Start Date:

As soon as possible

Location:

Thief River Falls

Deadline:

Position open until filled;
however, screening of
applications to begin September
9th, 2005

Send materials to:

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

Contact:

Kristi Lane
218-681-0739 / 1-800-959-6282
ext. 1739
kristi.lane@northlandcollege.edu

Responsibilities:

- Promote the public image of all programs within the college, coordinate events on the college campuses, and serve as President's advisor on public relations matters.
- Work closely with the Director of Marketing for dissemination of public information, and work with all employees in gathering information for news releases, weekly newsletter, and various public relations documents.

Minimum Qualifications:

- Two year degree in related discipline.
- Strong written and verbal communication skills.
- Excellent human relations and interpersonal skills.
- Communications that are clear, concise and accurate.
- Planning and organizational skills.
- Experience in strategic planning and budget maintenance.
- Organizational skills in the areas of committees, planning and publications.
- Knowledge of all media to effectively create and place advertising.
- Knowledge of the marketing and sales process, which includes identifying target markets and understanding consumer behavior.
- Continuous improvement in area of expertise by attending state and regional conferences.

Application Procedure:

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



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

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

Appointment:

Part-time Temporary
This is an adjunct
appointment teaching one
course on Monday evenings
from 6-9 p.m.

Start Date:

September 12, 2005

End Date:

December 19, 2005

Deadline:

August 29, 2005

Send materials to:

Pine Technical College
Attn: HR
Department/Sociology
Instructor Vacancy
900 Fourth Street SE
Pine City, MN 55063
FAX: 320-629-5103

Contact:

For position information:
contact Academic Affairs at
320-629-5116.
For application information,
contact the Human
Resources Department at
320-629-5115.

Responsibilities:

- Teach an Introduction to Sociology course.
- Develop and/or revise curriculum.
- Participate in department meetings and college-wide events.
- Perform other duties as assigned by the Vice President of Academic Affairs.

Minimum Qualifications:

- Master's degree in Sociology or master's degree, with 24 quarter/ 16 semester graduate credits in Sociology.
- Must possess or qualify for a MnSCU Vocational Teaching License in Sociology (#800090). For additional information regarding licensing requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu.
- Effective presentation, organization and interpersonal relations skills.
- Ability to perform the position responsibilities and work the required schedule.

Application Procedure:

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



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RAINY RIVER COMMUNITY COLLEGE

1501 Highway 71

International Falls, MN 56649

Position:

MnSCu Program Director 2 - Instructional Services (Unclassified MAPE)

Academic Services Director

Appointment:

Full-time Unlimited

Start Date:

September 2005

Deadline:

August 31, 2005

Send materials to:

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

Contact:

Jodi Knaus,
j.knaus@mr.mnscu.edu

Responsibilities:

- Serve as the professional and technical director for the college in the overall management of academic curriculum, committees, activities, staffing decisions, and scheduling processes.

Minimum Qualifications:

- A Bachelor's degree in a related field.
- Skills and knowledge relating to student advising, academic programming and course scheduling.
- Knowledge of the capacity and processes relating to ISRS.
- Familiarity with applicable use of MnSCU student and personnel information (SCUPPS) systems knowledge.
- Excellent computer skills.
- Excellent organizational skills.
- Excellent communication skills.
- Ability to determine staffing leads and recommend or make instructor selection decisions.

Application Procedure:

Submit a letter of introduction, a current resume, a list of three (3) professional references, and copies of transcripts.



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

Position:

Welding Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

Fall Semester, 2005

Location:

Willmar Campus

Deadline:

August 30, 2005

Send materials to:

Human Resource Office

Ridgewater College–

Willmar Campus

PO Box 1097

Willmar, MN 56201

email:

beth.sosa@ridgewater.edu

Contact:

Beth Sosa

Phone: 320. 231-6063

FAX: 320. 214-3393

email:

beth.sosa@ridgewater.edu

Responsibilities:

- Teach first and second year welding courses including, but not limited to:
 - * Beginning to advanced level SMAW, GTAW, GMAW welding
 - * Fundamental sheet and plate layout techniques
 - * Physical and mechanical properties of metals
 - * Manufacturing processes and programming
 - * Mathematics, as applied to welding
- Advanced level of knowledge in robotic welding (GMAW of steel and aluminum; online and offline computer programming of robotic welder; parts, jibs and fixture design; industrial work cell development).
- Willing to participate in department activities including program marketing, student recruitment, outreach, parent/student relations, student activities and other needs within the department.
- Provide curriculum preparation and updating, and evaluation of student progress in the Ridgewater College welding program.

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in Welding (#172306). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: www.licensure.mnscu.edu.
- 8000 hours of occupational experience in Welding
OR
- Bachelor or above degree in appropriate major and 4000 hours of occupational experience
OR
- Associate degree or two year diploma (9 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.
- Current license/registration/ certificate by accrediting agency
- 2000 hours of occupational experience must be within the last five years.
- Teaching experience may be substituted for up to 1500 hours within the last five years with a ratio of two hours of teaching for one hour of occupational experience.
- Teaching experience substitutions at a post-secondary level in primary program content are acceptable.

Application Procedure:

Submit a cover letter, resume, complete transcripts of all post-secondary academic work, copies of certificates and/or licenses, and Ridgewater College application form.



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

SAINT PAUL COLLEGE – A COMMUNITY AND TECHNICAL COLLEGE

235 Marshall Avenue
Saint Paul, MN 55102

Position:

MnSCU Program Director 2 - Student Services (Unclassified MAPE)

Transfer Specialist

Appointment:

Full-time Unlimited

Start Date:

September 12, 2005

Deadline:

September 2, 2005

Send materials to:

Saint Paul College
Attn: Rachelle Schmidt, HR
Director
235 Marshall Ave.
St. Paul, MN 55102
or email to:
employment@saintpaul.edu
or FAX 651-846-1462.

Contact:

Nicole Striegel
Dean of Student Development
and Services
651/846-1362
nicole.striegel@saintpaul.edu

Responsibilities:

- Provide leadership for two college wide functions:
 - 1.) Lead, coordinate and manage transfer student advising and articulation that facilitates the transfer process for students.
 - 2.) Coordinate the development of general education curriculum with the Dean of Liberal Arts & Sciences, college faculty and faculty at other transfer institutions.
- Coordinate and facilitate the development of college-wide policies.
- Coordinate the development of advising resources, including academic planning guide sheets for each degree, diploma and certificate.
- Transfer planning guides for other colleges and universities.
- Online resources for academic planning.
- General academic planning tools.

Minimum Qualifications:

- Master's degree in student personnel administration, higher education administration or a related field.
- Related experience in higher education.
- Excellent verbal and written skills.
- Ability to effectively work with diverse groups of people.
- Must be able to utilize critical thinking skills to resolve issues as they arise.
- Policy development.
- Project management.
- Establishing and maintaining effective working relations with faculty and other college administrators.

Preferred Qualifications:

- Academic advising, teaching, curriculum development or related student services experience with a minimum 3 years.

Application Procedure:

Submit cover letter, resume, copies of transcripts and listing of three professional 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: Assistant Football Coach/Athletic Administration (Unclassified MSUAASF)

Appointment:

Full-time Fixed Term

Start Date:

September 1, 2005

End Date:

September 1, 2006

Deadline:

Position will remain open until filled

Send materials to:

Office of Human Resources, Southwest Minnesota State University, 1501 State Street, Marshall, MN 56258. E-mail:

hr@southwestmsu.edu

Visit our web page:

www.southwestmsu.edu

Contact:

Barb Okrina
507/537-6208

Responsibilities:

- Involvement in all aspects of coaching responsibilities including recruiting, practice, organization, scheduling and trip organization.
- The coaching responsibilities will be less than 50% of the position.
- Other job duties to be assigned may be in Academic Success, Game Management, or Weight Room/Fitness Center.
- May include some budgeting and hiring/supervising student workers.

Minimum Qualifications:

- Bachelor's degree with a minimum of three years of football coaching experience.
- Must have an understanding of and appreciation for liberal education.
- A commitment to fostering a global perspective.
- Demonstrated ability to teach and work with persons from diverse backgrounds.

Preferred Qualifications:

- Master's degree.

Application Procedure:

Letter of application addressing position qualifications, resume, official transcripts and the name, address, and phone numbers of three references should be submitted.



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