

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 29, 2005

ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position:

MnSCU Program Director 1 - Student Financial Aid (Unclassified MAPE)
Financial Aid Specialist

Appointment:

Full-time Unlimited
Year-round

Start Date:

As soon as possible

Deadline:

September 9, 2005

Send materials to:

Anoka Technical College
Attn: Human Resources
Department/Financial Aid
Program Director Vacancy
1355 W Hwy 10
Anoka MN 55303
FAX: 763-576-4715

Contact:

For position information,
please contact the Financial
Aid Office at
763-576-4757.
For application information,
please contact the Human
Resources Department at
763-576-4706.

Responsibilities:

- Assist the Financial Aid Director with the planning, administration and implementation of the student financial aid programs.
- Advise students regarding their eligibility for various programs through interpreting and explaining financial aid application, award and distribution regulations and procedures.
- Administer the student loan program so that loans are processed in a timely and accurate manner by conducting interviews with applicants, reviewing applications, calculating eligibility, and reconciling student loan information with the ATC Business Office, agencies and student records.
- Maintain comprehensive and confidential records system to assure compliance with Federal, State and local regulations.
- Determine the type and amount of awards based on students' needs, eligibility and compliance with applicable Federal and State regulations.
- In the absence of the Financial Aid Director, assume responsibility for financial aid services and office functions.
- Develop and maintain positive working relationships with other college departments to ensure accuracy of student information and effective customer service.
- Perform other duties as assigned by the Financial Aid Director and/or Director of Multicultural & Student Affairs.

Minimum Qualifications:

- In-depth knowledge of financial aid programs, rules and regulations sufficient to effectively and accurately answer questions from students, parents, college staff and the general public.
- Advanced computer skills to utilize automated systems and maintain required records.
- Effective communication and interpersonal relations skills to conduct interviews with students, explain complex financial aid information, and communicate with internal and external clientele.
- Ability to maintain confidentiality of student records and financial information.
- Strong attention to detail, organization and time management skills.

Preferred Qualifications:

- AAS degree or above
- Related professional experience and demonstrated knowledge of financial aid programs

Application Procedure:

Submit a letter of application and current resume.



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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:

Piano Instructor (Unclassified IFO)

Appointment:

Full-time Fixed Term

Start Date:

August, 2005

End Date:

May, 2006

Deadline:

August 29, 2005 and will continue until filled

Send materials to:

Dr. Nancy C. Erickson,
Dean, College of Arts and Letters
Bemidji State University,
1500 Birchmont Dr. NE #23
Bemidji, MN 56601-2699.

Contact:

Dr. Nancy C. Erickson,
Dean, College of Arts and Letters
Bemidji State University
1500 Birchmont Dr. NE #23
Bemidji, MN 56601-2699.
Inquiries about the position may be directed to Dr. Del Lyren, Department of Music, Bemidji State University
1500 Birchmont Dr. NE #16
Bemidji, MN 56601-2699.
Telephone: (218)755-3931

Responsibilities:

- Teach applied and class piano for music majors and minors.
- Teach courses in liberal education.
- Teach courses in piano literature and repertoire.
- Teach courses in piano pedagogy and accompanying; coordinate accompanying studio; perform and accompany actively on piano.
- Embrace commitment to cultural and gender diversity.
- May teach liberal education and/or other courses, and may be involved with interdisciplinary teaching and distance learning delivery.
- Demonstrate excellence in performance as a measure of commitment to civic engagement.

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 Music.
- Must be active in performance/accompanying.
- Must have experience in teaching class piano and applied piano, preferably at the college level. Strong interest in undergraduate pedagogy licensure program.
- Commitment to teaching accompanying and knowledge of current keyboard technology.

Preferred Qualifications:

- ABD or completed doctorate in piano performance or pedagogy.

Application Procedure:

Submit letter of application, curriculum vitae, transcripts (official transcripts are required at time of appointment), performance CD, SASE (for return of CD), names and telephone numbers of three references. Placement files from graduate institutions are acceptable.



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BEMIDJI STATE UNIVERSITY
1500 Birchmont Drive NE
Bemidji, MN 56601

Position:

Assistant Director/Coordinator of Academic Services (Unclassified MSUAASF)

Appointment:

Full-time Unlimited
Year-round

Start Date:

October, 2005

Deadline:

September 6, 2005 and will remain open until filled

Send materials to:

Chair, Search Committee,
Upward Bound Assistant
Director/Coordinator of
Academic Services, Office of
Student Affairs
Bemidji State University
1500 Birchmont DR NE #19,
Bemidji, MN 56601-2699.

Contact:

Further information:
Valerie Wallingford, Director,
TRIO Programs
Bemidji State University
1500 Birchmont DR NE #19
Bemidji, MN 56601-2699
Telephone: 218-755-2614.

Responsibilities:

- Provide coordination, supervision, and day-to-day oversight for the Bemidji State University TRIO/Upward Bound.
- Determine student academic need.
- Develop strategic intervention strategies to facilitate success in high school and post-secondary enrollment.
- Implement project sponsored student academic support services.
- Monitor and evaluate student progress, and report on student performance.
- Conduct monthly visits to each program participant in their local school during the academic year.
- Organize and oversee the academic components of the six week summer program on the campus of Bemidji State University.
- Supervise the summer instructional and residential staff.
- Assist the Director, TRIO Programs with Upward Bound grant writing, budgeting, and grant compliance and reporting as well as day-to-day operations of the Upward Bound Program.

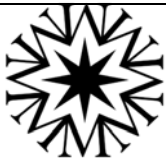
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Minimum Qualifications:

- Masters degree in business psychology, sociology, counseling, education, or related field.
- Minimum of four (4) years of professional experience.
- Four years with responsibilities for program development and administration, personnel, and budget to include at least two years direct experience with grant writing and grant compliance.
- Two years with responsibilities for teaching, academic advising, or curriculum design, or comparable work experience in an educational or similar setting.
- Strong administrative/management skills and abilities.
- Experience involving direct involvement with high school students or similar populations on a frequent and regular basis.
- Familiarity with the use of academic assessment instruments.
- Familiarity with Minnesota high school graduation standards.
- Familiarity with educational curriculums and student development.
- Demonstrated ability to identify student academic needs and strengths, develop qualitative individualized academic intervention strategies and service plans, design curriculum and alternative learning experiences, evaluate progress, and implement policies and accountability practices required of TRIO programs.

Application Procedure:

Submit a letter of application, resume and transcripts from each degree granting institution (note: official transcripts are required at time of appointment), and a list of at least three professional references including mailing addresses and telephone numbers.



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

Position:

MnSCU Program Supervisor 2 (Unclassified MMA)

Director of Marketing and Communications

Appointment:

Full-time Unlimited
Year-round

Start Date:

October 2005

Deadline:

September 13, 2005 or until
filled

Send materials to:

Century College
Human Resources
3300 Century Ave North
White Bear Lake, MN 55110
FAX: 651 779-5757

Contact:

Susan Zustiak
Telephone: (651) 779-3989
Fax: (651) 779-5757
TDD: (651) 779-5795
susan.zustiak@century.edu

Responsibilities:

- Direct college wide marketing and communication functions.
- Manage operations and act as primary point of contact for the college marketing department.
- Participate in administrative decision-making.
- Supervise staff.
- Serve as an integral part of the college's strategic planning process by leading the college in developing annual communication plan.
- Set marketing goals.
- Determine primary markets and develop strategies to reach target audiences.
- Direct, manage, and oversee the strategic focus and creative process in marketing communication initiatives.
- Support Director of Community Relations and College Advancement in all college communication efforts as well as assist as point of contact and community liaison to Century College's various community audiences.

Minimum Qualifications:

- Bachelor's degree with an emphasis on marketing.
- Five (5) years of corporate or institutional marketing experience.
- Demonstrated organizational and management skills.
- Excellent communication skills with ability to work well in a team environment.
- Understanding of media including vehicles, scheduling, purchasing and management.
- Ability to problem solve.
- Demonstrated creativity.
- Computer skills to include: Adobe Photoshop, Illustrator and QuarkExpress.

Application Procedure:

Submit a letter of interest, current resume, copies of transcripts, and Century's Employment Application (located at <http://www.century.mnscu.edu/humanresources/jobopenings.aspx>).



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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:

Office and Administrative Specialist Sr. (Classified AFSCME)

Appointment:

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

Start Date:

As Soon As Possible

Location:

Brooklyn Park

Deadline:

September 6, 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 administrative support for the Vice President for Administrative Services including scheduling meetings, drafting correspondence, committee minutes, budget reports and fixed asset inventory.

Position Qualifications:

- Typing/Keyboarding.
- Data Entry Performance.
- English (speaking, writing, and/or reading).
- Driver's License (possession of valid driver's license).
- Computerized Inventory Control System.
- Word Processing.
- Spreadsheets.
- Physical Demands (e.g., lifting, standing, sitting, pulling).
- Customer Service Skills (phone, in person, public presentations).
- Development of administrative and programmatic procedures.

Preferred Qualifications:

- Computer skills.
- Communication skills.
- Ability to handle multiple assignments and prioritize.
- Ability to work in a team environment.
- Strong organizational skills.
- Flexibility.

Application Procedure:

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



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HIBBING COMMUNITY COLLEGE – A TECHNICAL AND COMMUNITY COLLEGE

1515 East 25th Street
Hibbing, MN 55746

Position:

**MnSCU Program Supervisor 2 - Director of Customized Training/Continuing Education
(Unclassified MMA)**

Appointment:

Full-time Unlimited

Start Date:

Mid-October - November 1,
2005

Deadline:

Friday, September 23, 2005

Send materials to:

Jodi Knaus
Human Resources Office
Director of CE/CT Search
1001 West Chestnut Street
Virginia, MN 55792

Contact:

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

Responsibilities:

- Plan, develop, implement, and manage the continuing education and customized training program.
- Build relationships with business and industry, administer customized training requests, participate in community service activities, and promote the continuing education /customized training programs and services.
- Supervise Customized Training Representatives, instructors, staff, and workstudy students.

Minimum Qualifications:

- Bachelor's degree.
- Experience with training in business and industry.
- Teaching or training experience.
- Administrative and budgeting experience.
- Ability to build partnerships with business, industry, and government entities.
- Supervisory and managerial skills.
- Computer skills, writing skills, and planning skills.

Preferred Qualifications:

- Master's degree.

Application Procedure:

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



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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:

MnSCU Program Director 4 - Customized Training (Unclassified MAPE)
Business/Industry Services Director

Appointment:

Full-time Unlimited

Start Date:

October 15, 2005

Location:

St. Paul

Deadline:

Application review begins
September 15, 2005.

Send materials to:

Richard Tvedten,
System Director
Customized
Training/Continuing Career
Education
Minnesota State Colleges
and Universities
Wells Fargo Place
30 7th Street East, Suite 350
St. Paul, MN 55101

Contact:

Richard Tvedten,
System Director
Customized
Training/Continuing Career
Education
Minnesota State Colleges
and Universities
(651)-296-8028

Responsibilities:

- Manage the system's regional coordination function, serving the needs of business/industry and the incumbent workforce.
- Manage the system's business response function.
- Manage Office of the Chancellor communication with colleges and universities regarding workforce and economic development opportunities..
- Report to the System Director for Customized Training/Continuing Career Education.

Minimum Qualifications:

- Bachelor's degree in one of the following areas of study: Education, Business Administration, Communications, Public Relations, Journalism or other relevant discipline.
- Five to eight (5-8) years of experience in the private or public sector in project management, communications, or operations management.
- Demonstrated experience with software applications, to manage information.
- Demonstrated experience in building strong working relationships across organizations.
- Demonstrated experience in writing, editing and presentation skills.

Preferred Qualifications:

- Master's degree.
- Higher education experience.

Application Procedure:

Submit a letter of application, resume, transcripts, and the names, addresses and telephone numbers of at least five references.



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

Position:

Information Technology Specialist 1 - (Classified MAPE)

Appointment:

Full-time Unlimited
Year-round

Start Date:

As soon as possible

Location:

East Grand Forks

Deadline:

September 7, 2005

Send materials to:

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

Contact:

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

Responsibilities:

- Provide technical assistance to students and employees to maximize computer technology services in a learning environment and to operate in a help desk role.
- Basic problem resolution, installation of new hardware and software, computer hardware troubleshooting and repair, basic networking, and answering support questions.

Note: This vacancy is only open to current state employees.

Minimum Qualifications:

- Excellent customer service and communication skills.
- A working knowledge and understanding of computer hardware/software and technology equipment use.
- Ability to make repairs, perform maintenance on hardware and trouble-shoot software problems.
- Excellent problem-solving, organizational skills and the ability to multi-task.
- Ability to work independently as well as in a team environment and share resources amongst fellow IT staff.

Preferred Qualifications:

- 2-year computer related degree or 2 years work experience.
- Online software experience.

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 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 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 05MNSC000621.



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

Position: Customized Training Representative (Unclassified MAPE)

Appointment:
Full-time Unlimited

Start Date:
As soon as possible.

Location:
Mankato Campus

Deadline:
September 9, 2005

Send materials to:
Human Resources
South Central College
1920 Lee Boulevard
North Mankato, MN 56003

Contact:
Laural Kubat, HR Director
Phone: 507-389-7219
Fax: 507-388-9951
Email:
laural.kubat@southcentral.edu

Responsibilities:

- Coordinate, market, and sell Emergency Care courses and continuing education opportunities to various full-time and part-time EMS related professions and business and industry.
- Direct 14-20 EMS instructors, work study, and students.

Minimum Qualifications:

- Bachelor's degree.
- Current EMT credentials and certifications.
- Recent EMT experience.
- Marketing abilities.

Preferred Qualifications:

- Master's degree.

Application Procedure:

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



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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: Academic Services Specialist: TRIO Academic Counselor (Unclassified MSUAASF)

Appointment:

Part-time Unlimited
.75 FTE
Externally funded.

Start Date:

September 30, 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
E-mail: hr@southwestmsu.edu
Visit our web page:
www.southwestmsu.edu

Contact:

Barb Okrina
507/537-6208

Responsibilities:

- Work with the Learning Resources Associate Director, TRIO Program Director and TRIO Student Mentors for Academic Success in development and presentation of educational and cultural workshops and resources appropriate to each stage of the TRIO Academic Plan.
- Assist in the planning of and provide instructional or other academic support for the Summer Bridge “jumpstart” and/or the continuing student summer “Boost Your GPA” programs.
- Assist TRIO Students in the development of and monitoring progress with individual 4-year TRIO Academic Plans.
- Provide instruction and learning community support for students admitted to the Learning Resources TRIO and Academic Opportunity First Year Experience programs.

Minimum Qualifications:

- Master’s degree or enrollment in graduate program.
- Teaching certification, CRLA Master Tutor Certification or UMKC Supplemental Instruction Supervisor Certification.
- Minimum 1 year experience in providing academic services support to post-secondary students.
- Demonstrated ability to communicate in an effective, open manner and be sensitive to the different perceptions, styles, and needs of students diverse in academic need, communication styles, disability and cultural heritage.

Application Procedure:

Submit 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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