

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

September 6, 2005

ANOKA TECHNICAL COLLEGE

1355 West Highway 10
Anoka, MN 55303

Position:

Plant Maintenance Engineer (Classified AFSCME)

Appointment:

Full-time Unlimited
Year-round

Start Date:

September 2005

Deadline:

September 13, 2005

Send materials to:

State of MN website at:
<https://statejobs.doer.state.mn.us/ResumeBuilder> or
to Anoka Technical College
1355 W Hwy 10
Anoka MN 55303
Attn: Human Resources
Department/Plant
Maintenance Engineer
Vacancy
FAX: 763-576-4715

Contact:

For position information:
Physical Plant Director at
763-576-4899.

For application information:
Human Resources
Department at
763-576-4706.

Responsibilities:

- Perform skilled maintenance and repair work on heating and power equipment, boilers, and other mechanical systems.
- Check pumps, bearings, meters, valves, regulators and controls.
- Pack valves and replace liners, rods and bearings.
- Perform steamfitting work in repairing and replacing steam pipes and traps.
- Perform general maintenance in the plumbing area.
- Maintain and repair ventilation and refrigeration equipment, electrical appliances and similar equipment.
- Perform other duties as required in the overall maintenance of the College.
- Report to the Physical Plant Director.

Minimum Qualifications:

- Possession of a valid First Class C Low Pressure Boilers License.
- Knowledge of the principles and practices involved in the operation and maintenance of boilers, heating, plumbing, ventilating and electric systems.
- Knowledge of safety and accident prevention measures and practices.
- Demonstrated experience in the use of tools and equipment necessary to perform the job duties.
- Ability to maintain, adjust and repair mechanical systems.
- Ability to meet the physical requirements of the position, which include frequent walking and standing, working with moving mechanical parts, occasionally climbing ladders, lifting/moving supplies and equipment, working both indoors and outdoors.

Application Procedure:

Submit a resume 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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Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, and persons with disabilities. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling (651) 296-3816, 1(888) MnSCU-4-U or TTY (651) 282-2660. Minnesota State Colleges and Universities *Employment Opportunities* is published weekly and is available on the Minnesota State Colleges and Universities Human Resources web site:

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

Position:

Director of Development (Unclassified MSUAASF)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Location:

St. Paul

Deadline:

Open until filled with review of applications beginning October 14, 2005

Send materials to:

Director of Development Search Committee Metropolitan State University 700 E. Seventh Street St. Paul, MN 55106-5000.

Contact:

Diana.McCollum
diana.mccollum@metrostate.edu
651 793-1808
TTY users (651 772-7687)

Responsibilities:

- Plan and implement a comprehensive fund raising for major gifts, planned giving, corporate and foundation grants and annual fund campaigns.
- Represent Metropolitan State and the University Foundation (Foundation) with major constituencies.
- Cultivate individual, corporate, and foundation donors in face-to-face meetings, small group meetings and special events. Includes appropriate follow-up and close consultation with the Vice President for Advancement and with a contract grant writer.
- Assist in planning, organizing and implementing a comprehensive capital campaign in consultation with the Vice President, the Foundation Board of Directors, Alumni Board, and other university leaders.
- Oversee planning, organizing and implementation of annual phonation.
- Plan direct mail appeals to specific audiences seeking support for particular programs and activities.
- Assist in planning, organizing and production of annual reports of the Foundation.
- Attend and report at board meetings of the Foundation and the Alumni Association and provide staff services to the fund raising committee of the Alumni Association.
- Supervise and assist in the professional development of advancement staff.
- Represent the Vice President and the university with important donors and significant constituencies.
- Provide leadership to university faculty and staff, volunteers, students, foundation board members and alumni donors to enhance current and future fund raising.

Minimum Qualifications:

- A bachelor's degree and three years professional fund-raising, marketing or other relevant experience.
- Successful experience in fund raising and in working with and motivating volunteers.
- Strong written, oral, interpersonal and intercultural communication skills and creativity.
- Ability to maintain professional work relationships with internal and external contacts.
- Experience working with culturally and ethnically diverse groups of people.
- Demonstrated ability to handle sensitive and confidential information and situations.

Preferred Qualifications:

- Capital campaign and major gifts experience and leadership and/or supervisory experience.

Application Procedure:

Submit a letter of application, a resume and the names, addresses, e-mail addresses and telephone numbers of four references.



METROPOLITAN STATE UNIVERSITY
700 East Seventh Street
St. Paul, MN 55106-5000

Position: MN Coordinator/Advisor Alcohol and Drug Counseling Major (Unclassified MSUAASF)

Appointment:
Full-time Fixed Term

Start Date:
As soon as possible.

End Date:
June 30, 2006 (annually renewable).

Deadline:
Applications received by September 9 will receive full consideration

Send materials to:
Coordinator/Advisor Search
Metropolitan State University
700 E. Seventh Street
St. Paul, MN 55106-5000.
Attention Aimee Osterhus

Contact:
Aimee Osterhus
aimee.osterhus@metrostate.edu
or 651 793-1363

Responsibilities:

- Coordinate the activities in Minnesota for the Prairieland's Addiction Technology Transfer Center (PATTC) and provide advising services for students who are alcohol and drug counseling majors in the Human Services Department.
- Develop ways to bring evidence-based practices to chemical dependency providers in Minnesota, by identifying needs, planning, developing, and marketing training projects.
- Network with, develop and maintain positive relationships with internal and external stakeholders who will help to carry out the initiatives of PATTC and the Alcohol and Drug Counseling Major.
- Serve as academic advisor for alcohol and drug counseling students.

Minimum Qualifications:

- Master's degree, preferably in Applied Social or Behavioral Sciences.
- Experience in training or college/university teaching with adult professional learners.
- Knowledge of evidence-based practice.
- At least two years' work experience in alcohol and drug counseling.
- A broad multivariate view of chemical dependency.
- Knowledge of student advising process.
- Experience working with culturally and ethnically diverse groups of people.

Preferred Qualifications:

- Licensure as an alcohol and drug counselor.
- Knowledge of training planning, development, and marketing.

Application Procedure:

Submit a letter of application, a resume and the names, addresses, e-mail addresses and telephone numbers of three 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**

RE-POSTING

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

ROCHESTER COMMUNITY & TECHNICAL COLLEGE

851 30th Avenue SE
Rochester, MN 55904-4945

Position:

Accounting Officer (Classified MAPE)

Appointment:

Full-time Unlimited

Start Date:

November 2005

Deadline:

Application review date
September 23, 2005

Send materials to:

Search Team-Accounting
Officer
Human Resources Office
Rochester Community and
Technical College
851 30th Avenue SE
Rochester, MN 55904-4999

Contact:

Human Resources Office
Jennifer Haug
Phone: (507) 285-7125
Fax: (507) 285-7514
E-mail:
jennifer.haug@roch.edu

Responsibilities:

- Assist higher-level accounting personnel.
- Develop, maintain, and interpret financial information systems.
- Analyze and interpret fiscal data to provide a wide range of clearly defined accounting services.
- Provide leadwork direction to Account Clerks, Accounting Technicians, and clerical employees engaged in fiscal operations.
- Perform related work as required.

Minimum Qualifications:

- Bachelor's Degree (or higher) in Accounting or closely related field.
- Knowledge of generally accepted accounting principles and practices and bookkeeping sufficient to analyze and interpret fiscal data.
- Knowledge of budget terminology and principles sufficient to assist in preparing a division or agency budget.
- Knowledge of statewide accounting (or comparable) system sufficient to compile, analyze, and interpret fiscal information for use by management.
- Knowledge of auditing principles and procedures sufficient to provide information to assist in the audit of a division or agency.
- Ability to use office machines and equipment such as computers and other data processing equipment to gather and compile data.
- Prepare and interpret complex fiscal reports and records.
- Interpret federal and state laws and departmental fiscal policies.
- Develop and maintain effective working relationships with management, other staff, and auditors.

Preferred Qualifications:

- One-year (or more) of MnSCU experience.
- Experience with spreadsheets and databases (Excel, BRIO, Access).
- Experience with WEB pages and design.
- Experience in office setting of more than two persons.

Application Procedure:

Submit a letter of interest addressing qualifications, an RCTC Application for Employment (available on the web at <http://www.RCTC.edu/hr/htmlApplication/htm>), a resume/vita, and transcripts (copies are acceptable during the initial screening).



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

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

Position:

MnSCU Program Director 1 (Unclassified MAPE)
Academic Coordinator

Appointment:

Part-time Unlimited
.50 FTE
Year-round

Start Date:

October 1, 2005

Deadline:

September 16, 2005

Send materials to:

Human Resources
St. Cloud Technical College
1540 Northway Drive
St. Cloud, MN 56303
FAX: 320-308-6004
E-mail: asalner@sctc.edu

Contact:

Annie Salner
Phone: (320) 308-5993
E-mail: asalner@sctc.edu

Responsibilities:

- Provide advising and academic services designed to improve and maintain success of students who are low income, first generation, and/or have a disability.

Minimum Qualifications:

- Bachelor's degree or higher in psychology, education, sociology, social work, or related field.

Preferred Qualifications:

- TRIO experience.

Application Procedure:

Submit cover letter, resume, college transcripts, and completed St. Cloud Technical College job application found at:

<http://www.sctc.edu/employment/sctcApp/SCTC-employmentApplication.pdf>.



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