

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 12, 2005

ANOKA TECHNICAL COLLEGE

1355 West Highway 10
Anoka, MN 55303

Position:

Nursing Assistant Program Faculty (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited
Academic Year

Start Date:

October 2005

Deadline:

September 23, 2005

Send materials to:

Anoka Technical College
Attn: HR Dept./Nursing
Assistant Faculty Vacancy
1355 W Hwy 10
Anoka, MN 55303
FAX: 763-576-4715

Contact:

Human Resources
Department at
763-576-4706

Responsibilities:

- Provide classroom and clinical instruction
- Evaluate and advise students
- Develop and/or revise curriculum
- Participate in advisory committee meetings, department meetings and college-wide events
- Perform other duties as assigned by the Academic Dean or VP of Academic and Student Affairs

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in Practical Nursing (#070302). For further information regarding licensing requirements, please refer to the MnSCU Licensure website at www.licensure.mnscu.edu
- Bachelor's degree or above in nursing
- Current Minnesota Registered Nurse license
- Recent professional nursing experience providing direct patient care, with a minimum of one year experience in geriatric/long-term care nursing
- Effective presentation, organization and interpersonal relations skills
- Ability to perform the position responsibilities and work the required schedule, which may include teaching evening courses

Preferred Qualifications:

- Post-secondary teaching experience

Application Procedure:

Submit a letter of interest, current resume, copy of RN license and official college transcript(s)



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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: Retention Counselor/Associate Director (Unclassified MSUAASF)

Appointment:
Full-time Probationary

Start Date:
Anticipated November 1,
2005

Deadline:
September 30, 2005

Send materials to:
Search Committee Chair,
Bemidji State University,
1500 Birchmont Drive NE
#21
Bemidji, MN 56601-2699

Contact:
Search Committee Chair,
Bemidji State University,
1500 Birchmont Drive NE
#21
Bemidji, MN 56601-2699

Responsibilities:

- Advise and assist American Indian students in their academic, career and personal goals
- Recruit and retain students in various BSU programs and including the collaborative Health Care Opportunities Program with UMD
- Provide leadership to student groups such as Council of Indian Students and American Indian Science and Engineering Society
- Data collection and report writing
- Planning and coordination of cultural activities within the campus and greater community

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 Educational Administration, Education, Social Work, Counseling or other related field
- At least three (3) years experience in the delivery or administration of Indian education at the collegiate level
- Knowledge of student services programs

Application Procedure:

Submit a letter of application, resume, copies of transcripts (note: official transcripts are required at time of appointment), and names and contact information of three references who may be contacted



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HENNEPIN TECHNICAL COLLEGE
9000 Brooklyn Blvd
Brooklyn Park, MN 55445

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:
September 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
OR
hr@hennepintech.edu
OR
Hennepin Technical College
9000 Brooklyn Blvd.
Brooklyn Park, MN 55445
Attn: HR/GMW Vacancy
OR
Fax: (763) 488-2992

Contact:
Missy Miller
Phone: (763) 488-2494

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



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ITASCA COMMUNITY COLLEGE
1851 East Highway 169
Grand Rapids, MN 55744

Position: **Vice President of Northeast Higher Education District**
(Unclassified MnSCU Administrators Plan)

Appointment:
Full-time Unlimited

Start Date:
January 2006

Deadline:
October 7, 2005

Send materials to:
Patricia Delich, Director of
Human Resources
Northeast Higher Education
District VP Search
1001 West Chestnut Street
Virginia, MN 55792
(218) 749-7743

Contact:
Patricia Delich, Director of
Human Resources
Phone: (218) 749-7743

Responsibilities:

- Provide executive level leadership working with the President of the Northeast Higher Education District to drive the effectiveness and efficiencies of the District and oversight of operations
- Champion initiatives and lead collaborative efforts among District colleges
- Provide academic leadership of the Arrowhead University Consortium

The Northeast Higher Education District is a regional education model comprised of Hibbing Community College, Itasca Community College, Mesabi Range Community & Technical College, Rainy River Community College, and Vermilion Community College.

Minimum Qualifications:

- Masters degree
- At least five (5) years of higher educational administration experience and/or higher education instruction
- Ability to prescribe and interpret academic/institutional research and conduct long and short-range planning
- Familiarity with emerging technology
- Effective communication skills

Preferred Qualifications:

- Doctorate degree

Application Procedure:

Submit a letter of introduction, a current resume, college transcripts, a one-page philosophy of community and technical college education, and a list of five professional references



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LAKE SUPERIOR COLLEGE
2101 Trinity Road
Duluth, MN 55811

Position:

Vice President of Finance and Administration (Unclassified MnSCU Administrators Plan)

Appointment:

Full-time Unlimited

Start Date:

As Soon As Possible

Deadline:

October 7, 2005

Send materials to:

VP Search
Human Resources
Lake Superior College
2101 Trinity Road
Duluth, MN 55811
Phone (218-733-5907)

Contact:

Mary Nienaber
Director of Human
Resources
218-733-5907
See our website
www.lsc.mnscu.edu/hr
for a detailed description

Responsibilities:

- The Vice President, reporting to the college President, is the chief finance and facilities officer responsible for providing leadership and management in finance and budgeting, auxiliary enterprises, facilities and plant operations.
- Coordinate overall college fiscal planning and operations
- Participate in the formulation of general campus policy, establish finance and administrative procedures, and serve as a representative of the college to its external constituents, including the Minnesota State College and Universities Board and other state agencies
- Serve as the chief facilities officer for the college which includes two one-hundred acres sites and two leased facilities
- Serve as liaison with MnSCU's facilities and operations administration. The following areas report to the Vice President: Business Office, Bookstore, Food Services and vending, Copy and Mail center, Switchboard, Facilities including maintenance and security
- Serve on various campus and state-wide committees, community agency boards and participates in activities related to college administration

Minimum Qualifications:

- Master's degree in Business Administration, licensure as a Certified Public Accountant or a related advanced degree
- At least five (5) years of senior administrative financial management experience
- Experience in higher education is valued as is experience in managing a variety of business and facilities-related activities

Application Procedure:

Submit a cover letter of interest, a resume, the names and contact information of three professional references, copy of any current professional license and official transcripts



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

Position:

Employee Development Specialist 3 (Unclassified Commissioner's Plan)
Director, Supervisory Training

Appointment:

Full-time Temporary

Start Date:

November 2005

End Date:

One year appointment from date of hire with potential for up to 2 additional years

Location:

St. Paul

Deadline:

Application review begins October 3, 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
Fax: 651-297-3145
E-mail:
jeannette.nelson@so.mnscu.edu

Contact:

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

Responsibilities:

- Design and develop a system-wide, comprehensive, supervisory training program for first-line supervisors within the Minnesota State Colleges and Universities (MnSCU)
- Provide program instruction and coordination for the MnSCU first-line supervisory training program
- Recruit speakers among key personnel throughout the system and from other state agencies to deliver training outside of expertise
- Develop a variety of learning experiences that include a supervisor's orientation program, a core training program addressing key supervisory skills and competencies, and specialized lab courses to enhance supervisory skills
- Consult with stakeholders, such as the Middle Management Association, Customized Training Departments, and others as appropriate, during development phases
- Deliver supervisory training in various regions across the state to increase access to programs
- Develop selected programs using alternate delivery methods, such as e-learning, video webstreaming, satellite, or ITV
- Promote and publicize first-line supervisory training program
- Evaluate effectiveness of supervisory training programs and refine using a continuous improvement approach

Minimum Qualifications:

- Bachelors degree in Human Resource Development or related field
- Three (3) years of experience designing and delivering training programs to employees

The ideal candidate will have:

- Considerable knowledge of adult learning theory, principles of supervisory and managerial development, and current developments and emerging trends in the field of training and development
- Demonstrated experience in alternative methods of training delivery, including e-learning, ITV, video, and satellite technology to take advantage of opportunities for developing courses using these media
- Ability to facilitate training sessions using a variety of interactive techniques to enhance adult learning
- Ability to communicate effectively in written and verbal form
- Travel periodically (about 6-8 times per year) to college and university campuses within MnSCU to deliver training

Preferred Qualifications:

- Masters degree in Human Resource Development, Training and Development, or Adult Education
- Experience in higher education or public sector staff development

Application Procedure:

Submit a letter of application describing how your experience and education relate to the job responsibilities, a current resume, and a list of three references



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WINONA STATE UNIVERSITY
PO Box 5838
Winona, MN 55987-5838

Position: Assistant Professor of Colonial/Federalist American Literature (Unclassified IFO)

Appointment:
Full-time Unlimited
Academic Year

Start Date:
August, 2006

Deadline:
December 1, 2005

Send materials to:
Colonial/Federalist
American Literature Search,
Human Resources
Winona State University
P.O. Box 5838
Winona, MN 55987

Contact:
Robin Delong
(Office) 507-457-5008
(Fax) 507-457-5054
(Email)
rdelong@winona.edu
(website)
www.winona.edu/humanresources

Responsibilities:

- Successful candidate can expect the initial teaching load to consist primarily of composition and general education courses. Normal teaching load is 12 hours per semester: a combination of composition and literature courses at various levels
- Engage in research/publication in areas of specialization and participate in service to university community

Minimum Qualifications:

- Ph.D in English (all requirements met by date of hire)
- Substantive experience, concentrated coursework, and /or demonstrated expertise in Colonial/Federalist American Literature
- Demonstrated teaching effectiveness at the post-secondary level

Preferred Qualifications:

- Experience/coursework/demonstrated expertise in any of the following: British literature of the Restoration/18th century or Women writers of the 17th and 18th centuries
- Demonstrated teaching effectiveness/experience in composition courses
- Demonstrated teaching effectiveness in general education courses
- Scholarly/creative achievement in area of specialization
- Contributions to student development
- Contributions to department/university life

Application Procedure:

Submit cover letter addressing listed qualifications and responsibilities, vita, transcripts (graduate and undergraduate), relevant syllabi and course materials, and at least three current letter of reference



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