

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 19, 2005

ANOKA TECHNICAL COLLEGE

1355 West Highway 10
Anoka, MN 55303

Position:

Horticulture/Turf Power Equipment Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Adjunct Faculty
Monday-Tuesday
Thursday-Friday
12:30-2:30 p.m.

Start Date:

October 3, 2005

End Date:

December 21, 2005

Location:

Horticulture Campus of
Anoka Technical College

Deadline:

September 23, 2005

Send materials to:

Anoka Technical College
Attn: HR
Department/Horticulture
Faculty Vacancy
1355 W Hwy 10
Anoka MN 55303
FAX: 763-576-4715

Contact:

For information regarding
this class and/or the
Horticulture Program,
please call 763-576-4923 or
4924.

For application information,
please contact the Human
Resources Department at
763-576-4706.

Responsibilities:

- Teach Turf Power & Equipment I course, which focuses on the operation and maintenance of small turf power equipment.
- Develop and/or revise curriculum.
- Participate in Program/Department meetings, as necessary.
- Perform other duties as assigned by the Academic Dean.

Minimum Qualifications:

- Professional experience in the operation and maintenance of turf power equipment sufficient to teach students operating principles, troubleshooting techniques and systems maintenance.
- Effective presentation and organizational skills.
- Ability to work the required schedule.

A license is not required for this adjunct appointment.

Preferred Qualifications:

- Bachelor's Degree or above in Horticulture, Agricultural Education or a related field
- Post-secondary teaching experience

Application Procedure:

Submit a letter of interest and current resume.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 1

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:

College Lab Assistant 1 Health Option (Classified AFSCME)

Appointment:

Full-time Seasonal
Academic Year

Start Date:

October 2005

Deadline:

September 26, 2005

Send materials to:

State of MN website as
noted or to Anoka
Technical College at 1355
W. Hwy 10, Anoka MN
55303, Attn: Human
Resources
Department/CLA-Health
Vacancy
Fax: 763-576-4715

Contact:

For position/program
information, please contact
the Academic Dean at
763-576-4705.
For application information,
please contact the Human
Resources Department at
763-576-4706.

Responsibilities:

- Provide technical lab assistance to students and faculty in the Medical Learning Lab and the Medical Assistant Program.
- Monitor and assist students in completing laboratory experiments and assignments.
- Oversee daily activities and security of the lab.
- Prepare the physical layout of the lab and set-up equipment, demonstrations, experiments and assignment activities; prepare or oversee the preparation of needed solutions/specimens; clean up after completion of the lab session.
- Ensure sufficient quantities of supplies and equipment are available within the lab.
- Demonstrate the use of equipment and materials and the proper techniques.
- Assign student workers and evaluate/report on their progress to Faculty.
- Tutor students - provide assistance and answer questions, provide examples to clarify assignments, drill students on concepts or rules and suggest alternative methods or techniques for problem-solving.
- Maintain computer knowledge sufficient to instruct others on processes to enhance the teaching environment using computer technology and to assist faculty in the development of web enhanced courses.
- Perform other duties as assigned by the Faculty or Academic Dean to ensure that the students' instructional needs are met in an efficient and professional manner.

Minimum Qualifications:

- Post-secondary or industry certificate/diploma/degree or relevant licensure in a Health field (e.g., medical terminology, medical office procedures, medical coding, medical assistant or nursing),
OR
- 6 months of teaching/tutoring experience in a Health field (e.g., medical terminology, medical office procedures, medical coding, medical assistant or nursing) at the high school level or above,
OR
- 2 years of work experience in a Health field (e.g., medical terminology, medical office procedures, medical coding, medical assistant or nursing),
OR
- An equivalent combination of education and work experience.

Preferred Qualifications:

- Working knowledge of medical terminology and medical office procedures.
- Effective communication and interpersonal relations skills.
- Effective time-management skills.
- Desire to work with students in a group setting.
- Strong computer skills.
- Ability to perform the position responsibilities and work the required schedule.

Application Procedure:

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



ANOKA TECHNICAL COLLEGE
1355 West Highway 10
Anoka, MN 55303

Position:

College Lab Assistant 1 Medical Laboratory Option (Classified AFSCME)

Appointment:

Part-time Seasonal
.50 FTE over the academic year.
Fall semester hours are noon-4:00 p.m. M-Th. In addition, some weeks will require working Tuesday evening (5:00-9:00 p.m.) and Thursday morning (8:00 a.m.-noon) to assist with lab coverage. Spring semester hours are subject to change based on program need and lab course scheduling.
Academic Year

Start Date:

October 2005

Deadline:

September 26, 2005

Send materials to:

State of MN website as noted or to Anoka Technical College at: 1355 W. Hwy 10, Anoka MN 55303, Attn: Human Resources Department/CLA-Med Lab Vacancy
FAX: 763-576-4715

Contact:

For position/program information, please contact S. Wanovich at 763-576-4843.
For application information, please contact the Human Resources Department at 763-576-4706.

Responsibilities:

- Provide technical lab assistance to students and faculty in the Medical Assistant Program.
- Monitor and assist students in completing laboratory experiments and assignments.
- Oversee daily activities and security of the lab.
- Prepare the physical layout of the lab and set-up equipment, demonstrations, experiments and assignment activities; prepare or oversee the preparation of needed solutions/specimens; clean up after completion of the lab session.
- Ensure sufficient quantities of supplies and equipment are available within the lab.
- Demonstrate the use of equipment and materials and the proper techniques and safety considerations.
- Test and perform repair and routine maintenance of lab equipment, as appropriate.
- Assign student workers and evaluate/report on their progress to Faculty.
- Tutor students - provide assistance and answer questions, provide examples to clarify assignments, drill students on concepts or rules and suggest alternative methods or techniques for problem-solving.
- Perform other duties as assigned by the Program Faculty or Academic Dean to ensure that the students' instructional needs are met in an efficient and professional manner.

Minimum Qualifications:

- Post-secondary or industry certificate/diploma/degree or relevant licensure in the Medical Laboratory/Medical Assistant field,
OR
- 6 months of teaching/tutoring experience in the Medical Laboratory/Medical Assistant field at the high school level or above,
OR
- 2 years of work experience in the Medical Laboratory/Medical Assistant field,
OR
- An equivalent combination of education and work experience

Preferred Qualifications:

- Effective communication and interpersonal relations skills.
- Effective time-management skills.
- Desire to work with students in a group setting.
- Ability to perform the position responsibilities and availability to work the required schedule.

Application Procedure:

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



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 3

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

ANOKA RAMSEY COMMUNITY COLLEGE
11200 Mississippi Blvd.
Coon Rapids, MN 55433

Position:

Information Technology Specialist 1 (Classified MAPE)

Appointment:

Full-time Temporary

Start Date:

As soon as can be arranged

End Date:

March, 2006

Deadline:

October 1, 2005

Send materials to:

Anoka Ramsey Community
College
Search Committee/ITS 1
11200 Mississippi Blvd
Coon Rapids, MN 55433
FAX: 763-712-4478

Contact:

Maria N Kaley
Maria.Kaley@anokaramsey.edu
763-422-3449
FAX: 763-712-4478

Responsibilities:

- Support aspects of ARCC's database uses for educational services.
- Implement database technologies provided by the system office and other MnSCU institutions.
- Provide group and individual end user training.
- Maintain web pages of the college Internet and Intranet sites.
- Work with the Web Server Administrator and Director of Marketing in updating web site content and frame elements.
- Work with faculty, staff, and administrators to create and maintain web pages and Access databases.
- Will work on the Cambridge Campus two days per month.

Minimum Qualifications:

- Experience in a position which requires customer service skills.
- Experience with HTML, Dreamweaver, Frontpage, Windows XP and Microsoft Office.
- Good communication skills as demonstrated through the application materials.
- Well versed with Microsoft Access, HTML and FrontPage.
- Training experience along with strong communication skills.

Preferred Qualifications:

- Experience in Web development, including familiarity with Cold Fusion and Windows server 2000/2003.

Application Procedure:

Submit Anoka-Ramsey Community College's Application for Employment form and optional Supplemental Protected Class Information form located at: <http://www.anokaramsey.edu/hr/jobs.cfm>, a letter of application, current resume, graduate and undergraduate transcripts.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 4

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

ANOKA RAMSEY COMMUNITY COLLEGE
11200 Mississippi Blvd.
Coon Rapids, MN 55433

Position:

College Laboratory Assistant 1- Biology (Classified AFSCME)

Appointment:

Full-time Unlimited

Academic year:

Monday – Friday

8:00 am - 4:30 pm

Summer Term:

Monday – Thursday

8:00 am – 4:30 pm

Start Date:

As soon as can be arranged

Location:

Coon Rapids

Deadline:

September 23, 2005

Send materials to:

Anoka Ramsey Community

College

Search Committee/CLA 1-

Biology

11200 Mississippi Blvd NW

Coon Rapids, MN 55433

FAX: 763-712-4478

Contact:

Maria N Kaley

Maria.Kaley@anokaramsey.edu

763-422-3449

Responsibilities:

- Assist in the instructional processes of laboratory exercises in the biological sciences.
- Supervise work study students and tutors, tutor students on laboratory assignments and test preparations, work with faculty to review and develop experiments and exercises, set up proper laboratory experiments and demonstrations, maintain equipment, order equipment and supplies, maintain lab safety, and ensure proper storage and inventory of supplies and equipment.

Minimum Qualifications:

- Post secondary coursework in Biology sufficient to provide technical lab services for students, faculty and staff,
OR
- 6 months teaching/tutoring experience in Biology at the high school level or above,
OR
- An equivalent of education and work experience.

Preferred Qualifications:

- Bachelor's degree in Biology or related field.

Application Procedure:

Submit a letter of application, current resume, relevant transcripts, Anoka-Ramsey Community College application form and supplemental Protected Class Information form located at: <http://www.anokaramsey.edu/hr/jobs.cfm>, graduate and undergraduate transcripts.

All application materials must be received in the ARCC Human Resources Office by the published deadline.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 5

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

Position:

Research Analyst (Unclassified MAPE)

Appointment:

Part-time Temporary

Start Date:

As soon as can be arranged

End Date:

Appointment will last up to 3 years

Deadline:

Applications will be accepted until the position is filled

Send materials to:

Anoka Ramsey Community College
Search Committee/Research Analyst
11200 Mississippi Blvd
Coon Rapids, MN 55433
FAX: 763-712-4478

Contact:

Maria N Kaley
Maria.Kaley@anokaramsey.edu
763-422-3449

Responsibilities:

- Assist in organizing, conducting, analyzing and reporting the research and planning activities of the college related to Perkins funded career programs. The duration of this position is up to 3 years.
- Flexible schedule is available to meet the needs of the successful applicant and the College.

Minimum Qualifications:

- A bachelor's degree relevant to the position responsibilities.
- Experience in data interpretation and presenting the results of collected data.
- Familiarity/experience with a variety of research methods and manipulation of data.
- Familiarity/experience with using Microsoft Access, Excel and other database management systems.
- Excellent oral and written communication skills.

Preferred Qualifications:

- Master's degree relevant to the position responsibilities.
- Familiarity/experience with the MnSCU Integrated Student Record System (ISRS) system.

Application Procedure:

Submit Anoka-Ramsey's Application for Employment form, and optional Supplemental Protected Class Information form located at: <http://www.anokaramsey.mnscu.edu/co-jobs/>, a letter of application, current resume, graduate and undergraduate transcripts.



BEMIDJI STATE UNIVERSITY
1500 Birchmont Drive NE
Bemidji, MN 56601

Position:

Assistant Professor of Sociology (Unclassified IFO)

Appointment:

Full-time Probationary
Tenure Track

Start Date:

August 22, 2006

Deadline:

December 15, 2005 and will
continue until filled

Send materials to:

Dr. Ranae Womack, Dean
Bemidji State University
College of Social & Natural Sciences
1500 Birchmont DR NE #27
Bemidji, MN 56601-2699.

Contact:

Dr. Colleen Greer, Chair
Department of Social Relations
& Services
1500 Birchmont DR NE #23,
Bemidji, MN 56601-2699.
cgreer@bemidjistate.edu

Responsibilities:

- We are seeking a sociologist with an Interest in cultural diversity, environmental studies, and globalization to teach courses at the undergraduate and graduate level.
- Experience teaching large enrollment courses (100 + students). Classes associated with this position include Introduction to Sociology, American Culture, Ethnic and Minority Group Relations, Environmental Sociology, The United States and Globalization and other courses as assigned.
- Work collegially in a small, high quality program.
- Mentor students in a variety of areas, including academic advising, career development and civic engagement opportunities.
- A sustained professional research agenda at the regional and/or national level.
- Anticipate involvement with interdisciplinary teaching and distance learning delivery.

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:

- Ph.D. in Sociology at time of appointment.

Application Procedure:

Submit letter of application, vita, graduate and undergraduate transcripts (official transcripts required at time of employment), (3) three letters of reference sent directly by referrers, samples of scholarship and evidence of teaching success.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 7

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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:

Library Technician (Classified AFSCME)

Appointment:

Full-time Unlimited
Monday - Friday
7:00 a.m. - 3:30 p.m.

Start Date:

October 24, 2005

Location:

Eden Prairie

Deadline:

September 26, 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,

Contact:

Missy Miller
Phone: (763) 488-2494

Responsibilities:

- Assist students, faculty, and staff in IMC.
- Update and inventory materials.
- Research, order and distribute materials.
- Open or close library.
- Send correspondence and maintain records.
- Other duties as assigned.

Minimum Qualifications:

- Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research.
- Ability to apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials.
- Operate personal computers, use various software and web-based applications and other office equipment sufficient to locate catalog information, word-process documents, complete forms and prepare reports.
- Communicate effectively orally and in writing sufficient to determine and respond to the informational needs of clients of varied educational levels and backgrounds.
- Train, direct and evaluate work of student clerical staff.
- Assist the professional library staff to maintain the library collection according to library policy and procedures.

Preferred Qualifications:

- Knowledge of IMC operating procedures.
- Library of Congress classification knowledge.
- Ability to train others in use of library assets.
- Broad-based general education sufficient to tutor students and assist them in developing guidelines and goals
- Independent work skills.

Application Procedure:

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



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 8

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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: Customized Training Representative (Unclassified MAPE)

Appointment:
Full-time Unlimited

Start Date:
As Soon As Possible

Location:
Plymouth

Deadline:
September 28, 2005

Send materials to:
Submit your resume and supporting information to hr@hennepintech.edu or to Hennepin Technical College, 9000 Brooklyn Blvd., Brooklyn Park, MN 55445, Attn: HR/CT Rep
Vacancy or fax to (763) 488-2992

Contact:
Missy Miller
(763) 488-2494

Responsibilities:

- Coordinate delivery of Fire-EMS courses in Metro area and throughout the Midwest.
- Provide coordination and marketing for customized organizational development projects with clientele.

Minimum Qualifications:

- Prior Fire/EMS service experience.
- Knowledge of adult learners.
- Sales/customer service experience.

Application Procedure:

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



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 9

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

MINNESOTA STATE COLLEGES & UNIVERSITIES
OFFICE OF THE CHANCELLOR
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804

Position:

Personnel Aide Senior (Classified Commissioner's Plan)

Appointment:

Full-time Unlimited

Start Date:

November 1, 2005

Deadline:

September 30, 2005

Send materials to:

Jeannette Nelson
Office of the Chancellor
Minnesota State Colleges and
Universities
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804

Contact:

Jeannette Nelson
651-297-3791
jeannette.nelson@so.mnscu.edu

Responsibilities:

- Process unique or complex employee and position transactions in SCUPPS and SEMA4 to ensure that employee appointments are in accordance with system and legal requirements and those actions occur within established time frames.
- Assist in the recruitment and selection processes for all classified staff.
- Develop, conduct and oversee the Employee Orientation for all new employees.
- Serve as Budget Officer for the Personnel Office by assisting with budget planning and oversight.
- Assist in administering a wide array of benefit offerings provided by the State of Minnesota and the Minnesota State Colleges and Universities so that all employees are aware of the available programs and options.
- Initiate, coordinate and administer retirement, worker's compensation, unemployment compensation, deferred compensation, and tax sheltered annuity plans.
- Monitor compensation compliance relating to personnel record keeping systems for performance appraisals, salary increases, seniority rosters, personnel files and develop procedures to insure that information is readily available to the Chancellor and complies with contractual obligations.
- Advise supervisors, administrators and employees on the administration of the classified and unclassified collective bargaining agreements, rules, policies and procedures to ensure compliance with the appropriate collective bargaining agreement, rules, policies and procedures.
- Develop, maintain and monitor records and forms so that data is accurate, readily available and in compliance with bargaining unit, legal and policy requirements.

Minimum Qualifications:

- Knowledge of State of Minnesota personnel management activities including the ability to analyze, interpret, explain and implement the provisions of the collective bargaining agreements.
- Knowledge of compensation, retirement plans, and insurance options.
- Ability to establish and maintain effective working relationships and effectively carry out complex verbal and written directions.
- Human relation skills and the ability to lead staff diplomatically through difficult issues and problems.
- Organizational, analytical skills and the ability to generate reports and access information in databases.
- Ability to identify and address priorities, work under pressure and be flexible with changing priorities.
- Accurate, detailed analysis of complex information and issues.
- Creativity is encouraged in recommending/developing new methods and procedures.
- Communications skills, both verbal and written, that reflect tact and accurate information with attention to sensitivity, diplomacy and confidentiality.
- Ability to develop effective working relationships and work collaboratively with colleagues.

Preferred Qualifications:

- Knowledge of SEMA4 and SCUPPS sufficient to process unique or complex employee and position transactions.

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 number 05MNSC000703 or submit a resume for this position to the Human Resources Office.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 10

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

MINNESOTA STATE COLLEGES & UNIVERSITIES
OFFICE OF THE CHANCELLOR
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804

Position:

Personnel Aide (Classified Commissioner's Plan)

Appointment:

Full-time Unlimited

Start Date:

November 1, 2005

Deadline:

September 30, 2005

Send materials to:

Jeannette Nelson
Office of the Chancellor
Minnesota State Colleges and
Universities
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804

Contact:

Jeannette Nelson
651-297-3791
jeannette.nelson@so.mnscu.edu

Responsibilities:

- Prepare and process employee and position transactions in SCUPPS and SEMA4 as appropriate to ensure that employee appointments are in accordance with system and legal requirements and those actions occur within established time frames.
- Maintain personnel record keeping systems so that information on employees and positions is accurate, available and retrievable and that needed actions are identified well in advance of established deadlines.
- Provide general clerical and technical support for the Personnel Office so that operations are conducted in an efficient and professional manner.

Minimum Qualifications:

- General knowledge of personnel management including an understanding of the various contract provisions, policies and regulations as they relate to employee rights and benefits.
- Working knowledge of computer applications, word processing, spreadsheets and other software.
- Knowledge of databases and database entry sufficient to prepare and process employee and position transactions.
- Math skills for payroll transactions.
- Ability to identify and address priorities, work under pressure and be flexible with changing priorities.
- Communication skills, both verbal and written, that reflect tact and accurate information with attention to sensitivity, diplomacy and confidentiality.
- Creativity is encouraged in recommending/developing new methods and procedures.
- Ability to develop effective working relationships and work collaboratively with colleagues.

Preferred Qualifications:

- Ability and skills to develop a working knowledge of SCUPPS and SEMA4 transaction process which drives the HR and payroll processes.

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 number 05MNSC000702 or submit a resume for this position to the Human Resources Office.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 11

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

MINNESOTA STATE COLLEGES & UNIVERSITIES
OFFICE OF THE CHANCELLOR
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804

Position:

Accounting Officer Senior (Classified MAPE)

Campus Assistance Senior Accountant

Appointment:

Full-time Unlimited

Start Date:

As Soon As Possible

Location:

St. Paul

Deadline:

September 20, 2005

Send materials to:

Jeannette Nelson
Human Resources
Office of the Chancellor
Minnesota State Colleges and
Universities
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804

Contact:

Jeannette Nelson
Human Resources
Office of the Chancellor
Minnesota State Colleges and
Universities
30 7th Street E., Suite 350
Saint Paul, MN 55101-7804
jeannette.nelson@so.mnscu.edu

Responsibilities:

- Provide support to Minnesota State Colleges and Universities institutions in the use of financial systems, business process, internal control and financial management problems.
- Serve as a resource for assigned complex financial system modules.
- Assist institutions, as assigned, in the operations of their business office and financial management functions by performing the work of positions temporarily vacant or training/advising "fill in" staff.
- Assist in the documentation and development of business procedures and staff training.
- Provide ad hoc assistance to institutions by responding to calls and e-mails requesting assistance on the use of the financial systems, appropriate coding of financial activity, reconciliation problems, etc.
- Travel is required.

NOTE: This position is open to current state employees only.

Minimum Qualifications:

- Knowledge of Generally Accepted Accounting Principals (GAAP) Practices.
- Knowledge of Governmental Accounting and Financial Report Standards put forth by the Governmental Accounting Standards Board (GASB).
- Strong communication skills (written and verbal).
- Ability to develop effective working relationships and work collaboratively with colleagues.

Preferred Qualifications:

- Knowledge of MnSCU Financial System modules.
- Knowledge of SCUPPS payroll related information.
- Knowledge of MAPS (state-wide accounting system).
- Experience with Microsoft Access, Microsoft Excel, 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 number 05MNSC000684 or submit a resume for this position to the Human Resources Office.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 12

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

MINNESOTA STATE UNIVERSITY MOORHEAD
1104 7th Avenue South
Moorhead, MN 56563

Position:

**Assistant Professor or Associate Professor of Counseling and Student Affairs
(Unclassified IFO)**

Appointment:

Full-time Probationary
Tenure Track
Pending Funding

Start Date:

August 21, 2006

Deadline:

Screening of completed applications will begin on November 7, 2005 and continue until the position is filled.

Send materials to:

Dr. Wesley J. Erwin, Chair,
Counseling and Student
Affairs Search Committee
Minnesota State University
Moorhead
1104 Seventh Avenue South
Moorhead, MN 56563

Contact:

Dr. Wesley J. Erwin
erwin@mnstate.edu
(218) 477-2009
FAX (218) 477-2547

Responsibilities:

- Teach graduate courses in CACREP core and in School Counseling.
- Supervise school counseling practicum and internship.
- Supervise Master's theses, advise students, and contribute to student growth and development.
- Demonstrate scholarly productivity, creative achievement, or conduct research.
- Participate in activities that contribute to continuing preparation and study in professional field.
- Provide service to the University and the community.

Minimum Qualifications:

- All but dissertation (ABD) in Counselor Education, Counseling Psychology, or closely related field with documented plan to complete doctorate by August 2007.
- Demonstrated evidence of successful teaching.
- Education and training in counselor supervision.
- Experience with or knowledge of CACREP standards.
- Experience in school counseling.
- Demonstrated skills in working successfully as a team member.
- Demonstrated oral and written communication skills.
- Demonstrated ability to work successfully with students of diverse backgrounds including a sensitivity to their needs and concerns.

Preferred Qualifications:

- Earned doctorate in Counselor Education or Counseling Psychology.
- Demonstrated evidence of successful graduate teaching.
- Demonstrated evidence of experience of successful counselor supervision.
- Significant work experience as a school counselor.
- Affiliation/involvement with the American School Counseling Association (ASCA).
- School counselor certification and/or licensure.
- Experience and understanding of comprehensive, developmental programming to support academic, career, social, and emotional development of children and adolescents.
- National Certified School Counselor credential.
- Evidence of scholarly productivity.
- Experience in review and development of counselor education curriculum based on the ASCA model.

Application Procedure:

Submit a letter of interest, vita, Standard Application Form, unofficial transcripts, and three current signed letters of reference. The successful candidate must provide official transcripts on the date employment begins. Candidates should visit:

<http://www.mnstate.edu/vacancy/Index.htm> for a link to the standard application form, vacancy notice, and information about the community. For information about the Counseling and Student Affairs program visit: www.mnstate.edu/cnsa/. For the Minnesota State University Moorhead homepage visit: www.mnstate.edu.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 13

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

Position: Modern Language Department / Spanish, Assistant Professor (Unclassified IFO)

Appointment:

Full-time Tenure Track

Start Date:

August 21, 2006

Deadline:

Applications received by October 31, 2005 will receive priority consideration.

Send materials to:

Dr. Enrique Torner, Chair
Spanish Search Committee
Department of Modern
Languages
Minnesota State University,
Mankato
227 Armstrong Hall
Mankato, MN 56001

Contact:

Phone: (507) 389-2116
TTY: (800) 627-3529 or
711
FAX: (507) 389-5887
E-mail:
enrique.torner@mnsu.edu

Responsibilities:

- Teach courses in Spanish language and linguistics at the undergraduate and graduate levels.
- The teaching load is 24 credits per year.
- Engage in research and service.

The Department of Modern Languages has graduate programs in Spanish and French; undergraduate majors and minors in Spanish, French and German; a minor in Teaching English as a Second Language. The Scandinavian Studies major is an interdisciplinary program. For further information on Spanish:

<http://www.mnsu.edu/dept/modernlang/spanish.htm>. For further information on the

Department of Modern Languages: <http://www.mnsu.edu/dept/modernlang/>.

Additional information on Minnesota State University, Mankato can be found at:

<http://www.mnsu.edu>. Employment for this position is covered by the collective bargaining agreement for the Inter Faculty Organization which can be found at: <http://www.ifo.org>.

Minimum Qualifications:

- PhD in Spanish with specialization in linguistics or teaching methodology by date of appointment.
- Native or near-native fluency in Spanish and English.
- Documented undergraduate teaching experience.
- Must demonstrate potential for research.

Preferred Qualifications:

- Interest in teaching world language teaching methods.
- Interest in teaching Spanish for heritage speakers.
- Interest in teaching Spanish for the professions.

Application Procedure:

Submit MSU Application for Unclassified Employment form

(<http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), a letter of application addressing the qualifications above, vitae, unofficial transcripts, statement of philosophy of teaching and research goals, and three current letters of recommendation. **Electronic submissions will not be accepted.** An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.



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

Position:

Athletic Media Relations Assistant (Unclassified MSUAASF)

Appointment:

Full-time Unlimited
Year-round

Start Date:

November 1, 2005

Deadline:

October 10, 2005

Send materials to:

Chair, Athletic Media
Relations Assistant Search
Committee
Halenbeck Hall, Room 328
St. Cloud State University
720 4th Avenue So., St. Cloud
MN 56301-4498

Contact:

Jeanne Duininck,
jmduininck@stcloudstate.edu

Responsibilities:

- Write press releases.
- Oversee media guide/game program production.
- Manage events.
- Compile and maintain statistics and records.
- Maintain historical and photo archives.
- Assist in website maintenance.

Minimum Qualifications:

- Bachelor's degree in journalism, communications, sports marketing, public relations or related field.
- Exhibit strong written and interpersonal communications skills.
- Understand the operation of a collegiate athletics department.
- Strong computer skills in desktop publishing, a statistical software and website maintenance (Macintosh and PC experience).
- Familiar with standards and practices of media relations.
- Familiar with NCAA legislation regarding publicity activities.

Preferred Qualifications:

- Three years of experience working within sports information, intercollegiate athletics or public relations.

Application Procedure:

Submit a letter of application, current resume, transcripts (copies are acceptable for initial screening), and names, titles and contact information for three to five professional references.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 19, 2005 - Page 15

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