

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 26, 2005

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

Position:

MnSCU Program Director 1 TRIO/Upward Bound (Unclassified MAPE)
Upward Bound Advisor

Appointment:

Full-time Unlimited
Year-round

Start Date:

October 2005

Deadline:

October 6, 2005

Send materials to:

Human Resources Office
Century College
3300 Century Avenue North
White Bear Lake, MN 55110

Contact:

Susan Zustiak
651 779-3989

Responsibilities:

- Assist in recruiting activities for Upward Bound participants.
- Administer grade level appropriate self-assessments in the areas of personal/social development and career exploration; review academic progress; establish with each participant an Education/Career Plan (ECP).
- Coordinate, design, implement and participate in all aspects of program activities and services that strengthen participant development.
- Conduct group mini-sessions on topics relevant to participant needs.
- Design strategies and programs to inform and involve parents.
- Collaborate with community agencies and other resources to enhance available services to program participants.
- Provide advocacy for participants related to matriculating into post-secondary education.
- Maintain regular schedule at assigned schools; interact, communicate and network with counselors and other school representatives.
- Maintain comprehensive and accurate documentation and records regarding all program participant contacts, activities, progress follow-up and evaluation.

Minimum Qualifications:

- Bachelor's degree.
- At least two years experience working with high school enrolled individuals who, due to economic and/or educational circumstances, are challenged in their post-secondary education matriculation success (including English Language Learners and students deemed to be at a higher risk).
- Ability to design/create project specific curriculum.
- Excellent human relations.
- IBM-format computer proficiency in Microsoft applications, Internet research, e-mail.
- Ability to manage multiple priorities and meet deadlines.
- Ability to seek guidance from the Upward Bound Director, communicate progress in achieving position requirements, and follow through on assigned responsibilities.
- Must be able to work some evenings, weekends, and overnight.
- Must have Minnesota Valid Driver's License, a good driving record and reliable transportation.

NOTE: Must pass Criminal Background Check.

Preferred Qualifications:

- Experience in financial aid/scholarship process and knowledge of postsecondary education programs.

Application Procedure:

Submit the application form from Century's website at

<http://www.century.mnscu.edu/humanresources/jobopenings.aspx>, a letter of interest and a current resume to the Human Resources Office.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 1

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

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

Position:

Ethnic Studies Faculty with Emphasis on American Indian Studies
(Unclassified IFO)

Appointment:

Full-time Tenure Track

Start Date:

August 2006

Deadline:

Full consideration will be given to applicants whose materials are submitted by October 28.

Send materials to:

Dr. Nantawan Lewis, Chair
Ethnic Studies Department
Metropolitan State University
700 E. Seventh Street
St. Paul, MN 55106-5000.

Contact:

Direct inquiries to:
Kris Merilatt at:
(651) 793-1445 or
kris.merilatt@metrostate.edu
TTY users call (651) 772-7687

Responsibilities:

- Develop courses in the area of his or her expertise and teach in ethnic studies and American Indian studies or in related disciplines in humanities and social science.
- Participate in departmental curriculum development and services, as well as provide leadership in the area of American Indian studies.
- Develop and maintain relationships with Minnesota American Indian communities, communities of color, and community (adjunct) faculty.
- Advise students in the major and minor.
- Be actively involved in scholarly and professional activities.

The department offers both a major and a minor in an undergraduate interdisciplinary ethnic program. Employment for this position is covered by the collective bargaining agreement for the Inter Faculty Organization which can be found at:

<http://www.hr.mnscu.edu/LR/index.html>.

Minimum Qualifications:

- Ph.D. in Ethnic Studies, Social Science, Humanities or interdisciplinary field with a required emphasis in American Indian Studies. ABD applicants must have been awarded doctorate at the time of appointment.
- College-level teaching experience.
- Demonstrated knowledge and understanding of American Indian culture, history, or language and evidence of involvement with urban or reservation communities.
- Demonstrated commitment to serving a diverse student population.
- Ability to teach ethnic studies curriculum from a comparative perspective.

Preferred Qualifications:

- A record of promising research and scholarship.
- Familiarity with various areas of curriculum development in Ethnic Studies.

Application Procedure:

Submit a letter outlining reasons of interest and qualifications in the position, a curriculum vitae including four to five names, addresses, electronic mail addresses, and telephone numbers of references, a sample of scholarly writing, and a teaching dossier including sample syllabi and copies of student evaluations.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 2

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

Position:

**Ethnic Studies Faculty with Emphasis on African American Studies
(Unclassified IFO)**

Appointment:

Full-time Tenure Track

Start Date:

August 2006

Deadline:

Full consideration will be given to applicants whose materials are submitted by October 28.

Send materials to:

Dr. Nantawan Lewis, Chair
Ethnic Studies Department
Metropolitan State University
700 E. Seventh Street, St. Paul,
MN 55106-5000.

Contact:

Direct inquiries to:
Kris Merilatt at
(651) 793-1445 or
kris.merilatt@metrostate.edu
TTY users call (651) 772-7687

Responsibilities:

- Develop courses in the area of his or her expertise and teach in ethnic studies and African American studies or in related disciplines in humanities and social science.
- Participate in departmental curriculum development and services, as well as provide leadership in the area of African American studies.
- Develop and maintain relationships with African American community, including new African immigrant groups, other communities of color, and community (adjunct) faculty.
- Advise students in the major and minor.
- Be actively involved in scholarly and professional activities.

The department offers both a major and a minor in an undergraduate interdisciplinary ethnic studies program. Employment for this position is covered by the collective bargaining agreement for the Inter Faculty Organization which can be found at: <http://www.hr.mnscu.edu/LR/index.html>.

Minimum Qualifications:

- Ph.D. in Ethnic Studies, Social Science, Humanities or in interdisciplinary field with social sciences or humanities concentration, with a required emphasis in African American Studies. ABD applicants must have doctorate at the time of appointment.
- College-level teaching experience.
- Demonstrated evidence of involvement with African American communities, and commitment to serving a diverse student population.
- Ability to teach ethnic studies curriculum from a comparative perspective.

Preferred Qualifications:

- A record of promising research and scholarship.
- Familiarity with various areas of curriculum development in Ethnic Studies.
- Experience with or research and teaching knowledge of new African immigrant groups and their impact on African American Studies.

Application Procedure:

Submit a letter outlining reasons of interest and qualifications in the position, a curriculum vitae including four to five names, addresses, electronic mail addresses, and telephone numbers of references, a sample of scholarly writing, and a teaching dossier including sample syllabi and copies of student evaluations.



MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

1501 Hennepin Avenue
Minneapolis, MN 55403

Position:

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Deadline:

October 5, 2005

Send materials to:

MnSCU Program Director 1
(TRIO 2) Search
Elaine Kirchner - Human
Resources
Minneapolis Community &
Technical College
1501 Hennepin Ave
Minneapolis, MN 55403

Contact:

www.minneapolis.edu

612-659-6844

elaine.kirchner@minneapolis.edu

MnSCU Program Director 1 - TRIO/Education Opportunity Center (EOC) (Unclassified MAPE)

Responsibilities:

- Establish and develop professional relationships in Minneapolis with Neighborhood Employment Programs, and social service, adult education, and postsecondary education agencies or institutions in order to provide access to technical education for disadvantaged populations; with an emphasis on short term vocational training.
- Screen and assess participants in order to receive funding from Minneapolis Employment and Training Programs (METP) funds.
- Recruit disadvantaged adults from special populations and deliver EOC guidance services and information to eligible EOC clients in the community.

Minimum Qualifications:

- Bachelor's degree.
- Thorough understanding of low income and culturally diverse adult students with an emphasis on training for employability.
- Ability to connect with leaders in EOC targeted communities and understand the needs of populations.
- Adept at assessment and understanding the lower income potential worker.
- Knowledge of the variety of post-secondary institutions; extensive knowledge of short term, (two year or less) programs in the Metro area.
- Working knowledge of national resources.
- Expertise in financial aid.
- Ability to independently organize tasks, initiate actions and follow through on assignments.
- Ability to assess student needs.

Preferred Qualifications:

- Experience in social services, community-based agencies, job development/placement and educational institutions.
- Global Career Development Facilitator certification.
- Advanced degree, or graduate coursework.

Application Procedure:

Submit cover letter and resume.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 4

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

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

**1501 Hennepin Avenue
Minneapolis, MN 55403**

Position:

**MnSCU Program Director 1 - TRIO/Education Opportunity Center (EOC)
(Unclassified MAPE)**

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Deadline:

October 5, 2005

Send materials to:

MnSCU Program Director 1
(TRIO) Search
Elaine Kirchner - Human
Resources
Minneapolis Community &
Technical College
1501 Hennepin Ave
Minneapolis, MN 55403

Contact:

www.minneapolis.edu

612-659-6844

elaine.kirchner@minneapolis.edu

Responsibilities:

- Establish and develop professional relationships in the seven county metro area with social service, adult education, and postsecondary education agencies or institutions in order to provide access to higher education for disadvantaged populations; with an emphasis on outreach to the Latino/Hispanic community.
- Recruit disadvantaged adults from special populations and deliver EOC guidance services and information to eligible EOC clients in the community.

Minimum Qualifications:

- Bachelor's degree.
- Spanish language fluency.
- Thorough understanding of low income and culturally diverse adult students, with an emphasis on the Latino/Hispanic community.
- Ability to connect with leaders in EOC communities.
- Understanding the needs of special populations.
- Knowledge of the variety of the post-secondary institutions and programs in the Metro area.
- Working knowledge of national resources.
- Expertise in financial aid.
- Ability to independently organize tasks, initiate actions and follow through on assignments.
- Ability to assess student needs.

Preferred Qualifications:

- Experience in social services, community-based agencies, educational institutions.
- Advanced degree, or graduate coursework.

Application Procedure:

Submit cover letter and resume.



**Minnesota
STATE COLLEGES
& UNIVERSITIES**

Employment Opportunities – September 26, 2005 - Page 5

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

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

**1501 Hennepin Avenue
Minneapolis, MN 55403**

Position:

MnSCU Program Supervisor 1 (Unclassified MMA)
(Academic & Student Affairs - Admissions)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Deadline:

October 5, 2005

Send materials to:

MnSCU Program Supervisor 1
Search
Elaine Kirchner
Minneapolis Community &
Technical College
1501 Hennepin Ave
Minneapolis, MN 55403

Contact:

www.minneapolis.edu
612-659-6844
elaine.kirchner@minneapolis.edu

Responsibilities:

- Create and implement an admission/recruitment plan that meets the College's Strategic Plan and enrollment goals.
- Manage application, admission, recruitment and student follow-up processes; streamline admission policies and procedures; improve and simplify all related communications.
- Develop and supervise a well-trained and effective admissions and recruitment team that meets enrollment goals while providing exemplary service to students.
- Provide data analysis as needed to monitor enrollment.
- Work with college faculty and staff to improve student retention.
- Provide enrollment services leadership in MCTC's co-location partnership with Metropolitan State University.

Minimum Qualifications:

- Bachelors degree.
- 3-5 years experience as director of a college admissions office or equivalent student services experience in a higher education setting.
- At least 3 years of supervisory experience.
- Strong writing and public speaking skills.
- An understanding of functions and operations related to financial aid, registration, and testing.
- Strong computer skills; knowledge or demonstrated ability to learn the MnSCU Integrated Student Record System; working knowledge of Microsoft Office Products (especially Word and Access).

Application Procedure:

Submit cover letter and resume.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 6

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

Position: Recreation, Parks & Leisure Services, assistant professor (Unclassified IFO)

Appointment:
Full-time Tenure Track

Start Date:
January 2006, or an agreed upon start date

Deadline:
Review of applications will begin October 31, 2005 and continue until position is filled.

Send materials to:
Dr. James Wise
Department of Recreation,
Parks & Leisure Services
Minnesota State University,
Mankato
213 Highland Center N
Mankato, MN 56001

Contact:
Phone: (507) 389-2127
TTY: (800) 627-3529 or
711
FAX: (507) 389-2985
E-mail:
james.wise@mnsu.edu

Responsibilities:

- Instruct courses in RPLS Management and in the core curriculum (courses may include Legal Processes, Facility Management, Intro to RPLS, Programming Outdoor Settings).
- Advise majors, and provide supervision during practicum and internships.
- Carry out research, serve on college and university committees, and be involved in community service.

The Recreation, Parks and Leisure Services curriculum at Minnesota State University, Mankato is fully accredited by the NRPA/AALR National Council on Accreditation. The Department has five full-time faculty with approximately 150 majors in three career tracks: Leisure Planning and Management, Therapeutic Recreation, and Resource Management. The Department is located in the College of Allied Health and Nursing. 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:

- A terminal degree at time of the interview (or proof of satisfaction of all requirements for a terminal degree); at least one degree in Recreation and Parks or Leisure Studies.
- Professional work experience in Recreation Management.
- Potential for excellence in teaching and advising.
- Knowledge of Recreation Management.
- Ability to work as part of a team.
- Strong commitment to student growth and development.
- Strong communication skills.
- Commitment to developing a program of scholarly activities.
- Demonstrated involvement or commitment to professional organizations.
- A demonstrated commitment to diversity.

Preferred Qualifications:

- Full-time Recreation & Parks experience.
- Full-time university teaching experience in Recreation Management courses.

Application Procedure:

Submit MSU Application for Unclassified Employment form (available at: <http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), a letter of application addressing the qualifications above, a curriculum vitae, unofficial transcripts, and names, addresses, and telephone numbers of three professional references. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.



Position: Sexual Violence Education Coordinator (Unclassified MSUAASF)

Appointment:
Part-time Fixed Term
0.5 FTE

Start Date:
November 1, 2005

End Date:
June 30, 2006

Deadline:
Priority consideration will be given to applications received by October 7, 2005.

Send materials to:
SVEC Search Committee
c/o Women's Center
Minnesota State University,
Mankato
218 Centennial Student Union
Mankato, MN 56001

Contact:
Phone: (507) 389-6146
TTY: (800) 627-3529 or 711
FAX: (507) 389-5539
E-mail:
deirdre.rosenfeld@mnsu.edu

Responsibilities:

- Provide direct services to primary and secondary sexual violence survivors, serving as a first point of care for referral and advocacy during business hours.
- Design and implement sexual violence education for the MSU community including but not limited to working with students to coordinate prevention education and coordinating campus-wide trainings about sexual assault prevention, services, referrals and response protocol.

This position reports to the Director of the Women's Center within the Division of Student Affairs at MSU. For more information about the Women's Center visit our website at: www.mnsu.edu/wcenter. Additional information on Minnesota State University, Mankato can be found at: www.mnsu.edu. Employment for this position is covered by the collective bargaining agreement for Minnesota State University Administrative and Service Faculty which can be found at: www.hr.mnscu.edu/LR/index.html.

Minimum Qualifications:

- Bachelor's degree with 2 years of professional experience.
- 40 hour Sexual Assault Advocacy Training completed.
- Knowledge of and experience with sexual violence-related issues, including support services and prevention/risk-reduction.
- Knowledge of needs of college students or student development theory.
- Excellent interpersonal communication skills, including speaking/presenting.
- Program planning experience and ability to work collaboratively with students, staff, faculty and other university constituents.
- Sensitivity and an ability to assess and evaluate crisis situations.
- Ability to maintain strict confidentiality and appropriate boundaries.
- Ability to supervise student staff and volunteers.
- Demonstrated commitment to understanding the intersection of gender, race, economic status, sexual orientation, and other significant aspects of individual or cultural identity.
- Proven ability to multi-task and fulfill deadlines under pressure.
- Ability to represent the institution, the Women's Center, and the needs of students.

Preferred Qualifications:

- Master's degree in Counseling, Women's Studies, Student Personnel, Social Work or related field.
- Experience in a campus or community-based sexual assault program.
- Knowledge of contemporary women's and gender issues.
- Experience in Student Affairs on a university campus.
- Preference will be given to candidates with demonstrable experience in promoting and enhancing diversity.

Application Procedure:

Submit or fax a MSU Application for Unclassified Employment form (available at: <http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), a letter of application addressing qualifications above, resume, transcripts, and names of three references, with addresses and telephone numbers. In order to be considered a finalist for this position, candidates must provide documentation that certifies completion of a 40-hour sexual violence advocacy training program, as well as an official transcript.



NORTH HENNEPIN COMMUNITY COLLEGE
7411 85th Avenue North
Brooklyn Park, MN 55445

Position: Office and Administrative Specialist (Classified AFSCME)

Appointment:
Full-time Unlimited
Monday – Friday
8:00 a.m., to 4:30 p.m.
(some evenings
occasionally)

Start Date:
As Soon As Possible

Deadline:
October 5, 2005

Send materials to:
North Hennepin
Community College,
Human Resources Office
7411 85th Ave N.
Brooklyn Park, Minnesota
55445-2299

Contact:
Jolene Riley
763/424-0959
email address:
jolene.riley@nhcc.edu

Responsibilities:

- Process requests and assist the Director to provide timely accommodations for qualified students with disabilities.
- Assist in the daily operations of the office (e.g. update forms/brochures, , database and record management, schedule appointments, create a welcoming environment, schedule Interpreters for the Deaf, monitor note taking services, catalog/checkout training materials, and assist with the implementation of taped text and other accommodations as needed).
- Monitor the budget and order office supplies.
- Provide support to the Director of Tutoring and Writing Center.

Minimum Qualifications:

- Typing/Keyboarding.
- English (speaking and/or writing and/or reading).
- Word Processing.
- Physical Demands (e.g., lifting, standing, sitting, pulling).
- Customer Service Skills (phone, in person, public presentations).

Preferred Qualifications:

- Math.
- Bookkeeping.
- Desktop Publishing.
- Data Base Management.
- Attention to detail and the ability to prioritize tasks.
- Ability to maintain data privacy and confidentiality .
- Communicate professionally with staff and students.

Application Procedure:

Submit a cover letter, resume, three names and phone numbers of references and NHCC application form.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 9

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

RAINY RIVER COMMUNITY COLLEGE

1501 Highway 71

International Falls, MN 56649

Position:

Program Director 1 - Advisor Student Services (Unclassified MAPE)

Student Services Advisor

Appointment:

Full-time Unlimited

Start Date:

November 1, 2005

Deadline:

Friday, October 7, 2005

Send materials to:

Jodi Knaus

Advisor Search

1001 West Chestnut Street

Virginia, MN 55792

Contact:

Jodi Knaus

(218) 748-2413

j.knaus@mr.mnscu.edu

Responsibilities:

- Provide advocacy, advising and mentoring for students by assisting them in academic planning, registration, and pursuing career opportunities.
- Direct and administer placement testing for students.

Minimum Qualifications:

- Bachelor's degree.
- Effective communication and human relations skills.

Preferred Qualifications:

- Master's degree in a related field.
- Experience in post-secondary advising.

Application Procedure:

Submit a letter of introduction addressing qualifications for this position, a current resume, copy of college transcripts, and a list of three professional references with current contact information.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 10

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

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

REPOSTING

Position:

Customized Training Representative (Unclassified MAPE)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Location:

Mankato Campus

Deadline:

September 30, 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.
- Supervise 14-20 EMS instructors, work study, and students.

Minimum Qualifications:

- Current EMT credentials and certifications.
- Recent EMT experience.

Preferred Qualifications:

- Bachelor's degree.

Application Procedure:

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



Minnesota
STATE COLLEGES
& UNIVERSITIES

Employment Opportunities – September 26, 2005 - Page 11

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