

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

October 3, 2005

ANOKA RAMSEY COMMUNITY COLLEGE

11200 Mississippi Blvd.
Coon Rapids, MN 55433

Position:

Personnel Aide Senior (Classified Commissioner's Plan)

Appointment:

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

Start Date:

As soon as can be arranged

Location:

Coon Rapids

Deadline:

October 10, 2005

Send materials to:

Anoka Ramsey Community
College
Search
Committee/Personnel Aide
Senior
11200 Mississippi Blvd
NW
Coon Rapids, MN 55433
FAX: 763-712-4478

Contact:

Maria N Kaley
Maria.Kaley@anokaramsey.edu
763-722-3449

Responsibilities:

- Provide advanced paraprofessional/technical support to Staff, Faculty, Administrators and the Human Resources Office
- Manage the processing of personnel transactions for all classified staff, MnSCU unclassified staff and Administrators on two campuses
- Monitor Human Resources processes and procedures to ensure that all personnel rules, regulations, laws and collective bargaining agreements are met in an efficient manner
- Serve as the DDIR for all faculty and staff

Note: This position is open to current State Employees Only.

Minimum Qualifications:

- Contract provisions for various bargaining units
- Staff selection methods and procedures
- Strong customer service orientation
- Excellent oral and written communication skills
- Team player
- Ability to maintain confidentiality
- Flexible in setting priorities
- Ability to analyze/understand complex information
- Strong math skills
- Attention to detail/accuracy
- Ability to work on multiple tasks simultaneously; Windows-based software, spreadsheets, and word processing (Prefer Word, Access, Excel)

Preferred Qualifications:

- HR SCUPPS/SEMA4 transactions processing and procedures

Application Procedure:

Submit a letter of application, current resume, Anoka-Ramsey Community College application form and supplemental Protected Class Information form are located at <http://www.anokaramsey.edu/hr/jobs.cfm>. All application materials must be received in the ARCC Human Resources Office by the published deadline



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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

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

Position:

MnSCU Program Director 1 - Director of Academic Support Center (Classified MAPE)

Appointment:

Full-time Unlimited

Start Date:

As soon as can be arranged

Location:

Coon Rapids

Deadline:

October 14, 2005

Send materials to:

Anoka-Ramsey Community
College
Search Committee/Director
of Academic Support
Center
11200 Mississippi Blvd
NW
Coon Rapids, MN 55433
FAX: 763-712-4478

Contact:

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

Responsibilities:

- Provide leadership and supervision of daily operations and the administration of the Academic Support Center
- Develop and coordinate a campus-wide peer tutor program and provide support of academic disciplines and developmental education
- Provide services for the new student orientation program
- Recruit, hire, train, supervise and evaluate student tutors and student orientation leaders

Minimum Qualifications:

- Bachelor's degree
- Excellent interpersonal
- Communication (written and oral)
- Organizational skills
- Ability to work independently as well as in a team

Preferred Qualifications:

- Master's degree
- Work experience in a College or University setting

Application Procedure:

Submit a letter of application, current resume, Anoka-Ramsey Community College application form and supplemental Protected Class Information form are 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



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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:

Marketing Director (Unclassified MSUAASF)

Appointment:

Full-time Probationary

Start Date:

Early January 2006

Deadline:

Review of applications will begin October 26, 2005 and will continue until filled

Send materials to:

Chair, Marketing Director Search Committee; Office of Communications, #2; Bemidji State University 1500 Birchmont Drive NE Bemidji, MN 56601-2699

Contact:

Chair, Marketing Director Search Committee; Office of Communications, #2; Bemidji State University 1500 Birchmont Drive NE Bemidji, MN 56601-2699

Responsibilities:

- Provide leadership in building trust, understanding and support for Bemidji State University and its mission
- Provide expertise for the institutional processes of marketing to internal and external audiences
- Advise and assist the president, provost, vice presidents, and heads of academic or administrative units in establishing goals, developing appropriate strategies and tactics, implementing programs, and evaluating results
- Oversee the development, integrations, execution and evaluation of marketing plans for the University and its units
- Direct the institutional efforts in marketing and coordinate the university's integrated marketing team
- Serve within the Office of Communications and Marketing, which includes graphic design, photograph, writing, communications and sports information components
- The marketing director will need well-established communications skills, and will direct or conduct the university's marketing research efforts
- The director will also work closely within the university web services structure to achieve marketing strategies involving the Internet

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:

- Bachelor's degree in communications, marketing, public relations or related field
- At least six years progressively more responsible experience in marketing field required with at least two years of management experience within a large, complex organization
- Experience in higher education setting

Preferred Qualifications:

- Master's degree

Application Procedure:

Submit a letter of application, current resume and names, titles and contact information for three to five professional references. Official college transcripts from all colleges and universities attended will be required when interviews are scheduled



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BEMIDJI STATE UNIVERSITY
1500 Birchmont Drive NE
Bemidji, MN 56601

Position:

University Librarian (Unclassified MSUAASF)

Appointment:

Full-time Probationary
Year-round

Start Date:

May/June 2006

Deadline:

January 17, 2006 or until
filled

Send materials to:

Dr. Nancy C. Erickson,
Interim Director of the A.C.
Clark Library
Bemidji State University
1500 Birchmont Drive NE
#23
Bemidji, MN 56601-2699

Inquiries may be directed to
Dr. Nancy C. Erickson,
telephone (218)755-2988,
e-mail:

nerickson@bemidjistate.edu

Contact:

Dr. Nancy C. Erickson,
Interim Director of the A.C.
Clark Library
Bemidji State University
1500 Birchmont Drive NE
#23
Bemidji, MN 56601-2699

Inquiries may be directed to
Dr. Nancy C. Erickson,
telephone (218)755-2988,
e-mail:

nerickson@bemidjistate.edu

Responsibilities:

- o Manage the Library's physical plant, operations, budget and personnel. This includes being responsible for the daily activities and services provided by the library faculty, library technicians, graduate assistants and student staff
- o Serve as the primary advocate for the Library in terms of policy, budget and services, and is responsible for the Library's long-range planning, vision and assessment
- o Provide leadership in developing a vision for the Library's role in the distance education efforts of the University
- o Represent the Library and the University at professional gatherings, performs as liaison with regional libraries and library systems, and participates in regional/statewide library governance
- o May participate in providing reference services
- o Address the University's signature themes (environmental stewardship, civic engagement, and global/multicultural understanding) as they pertain to the Library's services and collections

A.C. Clark Library: The newly renovated state-of-the-art A.C. Clark Library is located in the heart of the campus, and offers a diverse collection of over 2500,000 volumes, 2 computer labs, a multimedia lab, group study rooms and numerous online offerings.

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Minimum Qualifications:

- o Master's degree from an ALA accredited program in Library Science and an additional subject Master's or Ph.D. degree
- o Five years of experience in directing library services
- o Demonstrated leadership in the library community
- o Proven leadership and organizational skills using a team-orientated and consensus management style
- o Evidence of progressively responsible administrative experience in an academic library
- o Demonstrated experience in managing personnel and budgets
- o Knowledge of emerging information resources and current issues in scholarly communication
- o Strong commitment to service
- o Excellent oral and written skills of communication and persuasion
- o Willingness to engage collegially in the day-to-day operations of the library

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

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

Position: Career Counselor (Unclassified MSUAASF)

Appointment:
Full-time Probationary

Start Date:
As Soon As Possible

Deadline:
For full consideration,
application materials must
be received by October 28,
2005

Send materials to:
Career Counselor Search
Committee
Attn: Marcia Prehn
Metropolitan State
University
700 E. Seventh Street
St. Paul, MN 55106-5000

Contact:
Marcia Prehn
Marcia.Prehn@metrostate.edu
[du](http://www.metrostate.edu)
(651) 793-1231
TTY users (651) 772-7687

Responsibilities:

Metropolitan State invites applications and nominations for a probationary full-time, nine month career counselor position. The goal of the Career and Counseling Services Office is to support the university's mission by providing a range of career and counseling services to support students; academic success and meet the diverse educational, wellness, and personal development needs of students and the university community. This position will report to the Director of Career and Counseling Services. Position responsibilities include:

- Participate in planning, implementation and delivery of career related seminars, activities and events
- Provide career counseling to students and alumni including administering and interpreting of career exploration inventories
- Assist in the development of career and academic support goals
- Develop and maintain working relationship with community based organizations and prospective employers
- Collaborate with university staff to plan and present joint programs
- Organize and implement the graduate follow-up survey
- Organize and market job fair

Minimum Qualifications:

- Bachelor's degree from a regionally accredited institution and two years of career counseling related experience
- Demonstrated career development and counseling skills
- Demonstrated intercultural and interpersonal communication skills, both oral and written
- Demonstrated evidence of a commitment to enhancing cultural and ethnic diversity
- Experience teaching and conducting job seeking seminars from a multicultural prospective
- Proficient in word processing

Preferred Qualifications:

- Master's degree from a regionally accredited institution
- Higher education experience

Application Procedure:

Submit a letter of interest, curriculum vitae or resume, and the names, addresses, e-mail addresses, and telephone numbers of five professional references



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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: **Director of Career Services and Counseling (Unclassified MSUAASF)**

Appointment:
Full-time Probationary

Start Date:
As Soon As Possible

Deadline:
For full consideration,
application materials must
be received by October 28,
2005

Send materials to:
Director of Career Services
and Counseling Search
Committee
Metropolitan State
University
700 E. Seventh Street
St. Paul, MN 55106-5000

Contact:
For additional information,
contact Jeff Nelson,
Administrative Assistant, at
(651) 793-1531
TTY users (651) 772-7687
jeffrey.nelson@metrostate.edu
[du](http://www.metrostate.edu)

Responsibilities:

Metropolitan State invites applications and nominations for the position of Director of Career Services and Counseling (DCSC). The DCSC will support the university's mission by providing a range of counseling and career services to support students; academic success and meet the diverse educational, wellness, and personal development needs of students and the university community.

- Provide leadership, supervision and coordination of counseling and career services
- Develop and direct a program of comprehensive services related to counseling and career development
- Develop, initiate and evaluate counseling and career development services for underserved populations
- Recruit and provide clinical supervision to graduate practicum students
- Provide individual and/or group counseling services and workshops to students
- Develop and implement programs and training in crisis intervention and student development for faculty and staff
- Develop outreach and referral activities within and outside the university that encourage knowledge of student counseling and career services
- Supervise the administration and interpretation of career and educational tests and career assessments in accordance with professional standards within the center
- Work in collaboration with Student Affairs staff in goal setting, planning and evaluating division activities

Minimum Qualifications:

- Master's degree in counseling related field from a regionally accredited institution and three years of counseling experience in a university and/or college career or counseling center
- Demonstrated career development and counseling skills
- Knowledge and expertise in mental health issues facing college students
- Demonstrated intercultural and interpersonal communication skills, both oral and written
- Demonstrated evidence of a commitment to enhancing cultural and ethnic diversity

Preferred Qualifications:

- Ph.D. in counseling or related field
- Corporate, governmental, and other employment outreach experience

Application Procedure:

Submit a letter of interest, curriculum vitae or resume, and the names, addresses, e-mail addresses, and telephone numbers of five professional references



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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:

College Counselor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited
Flexible Academic
Calendar
The position will work on a flexible academic calendar (i.e. 171 days during the fiscal year including July, August, September, December, January, May and June)

Start Date:

Fall 2005

Deadline:

October 19, 2005

Send materials to:

College Counselor Search
Office of Human Resources
Minneapolis Community &
Technical College
1501 Hennepin Avenue
Minneapolis, MN 55403

Contact:

www.minneapolis.edu
612-659-6844

Responsibilities:

- Provide high quality counseling services in the areas of career development, personal adjustment, and crisis intervention to a highly diverse student population
- Provide developmental advising to support individual planning, personal skill development and problem resolution with individual and groups of students
- Assist students to develop appropriate academic plans and course selections
- Conduct new student orientations
- Teach courses and / or make presentations in classes as appropriate
- Consult with faculty and staff about students' personal adjustment and mental health issues
- Create and implement programs to facilitate student development, and support student retention and success
- Participate in Advising Program committees
- Participate in College committees and projects to provide student development information and perspective

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in College Counselor License (#001000). For additional information regarding licensure requirements, please refer to the MnSCU Licensure website at: www.licensure.mnscu.edu
- Master's degree with a major in counseling or counseling psychology or highly related degree
- Demonstrated effectiveness in serving the needs of diverse populations
- Demonstrated ability to develop and implement programming to support student development and academic success
- Demonstrated ability to work collaboratively with faculty and staff from a variety of offices and programs

Preferred Qualifications:

- Two years of counseling at the college level, preferably a two-year college
- Experience with development and implementation of retention programs
- Experience with College student development goals and concepts
- Supervised practicum/internship in counseling

Application Procedure:

Submit a letter of application, resume, unofficial copies of undergraduate and graduate transcripts, names/addresses/telephone numbers/e-mail addresses of at least three (3) references who can directly address the applicant's qualifications for this position (prefer that references have observed the applicant while acting in a counseling capacity)



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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: MnSCU Program Director 4 (Unclassified MAPE)
Director of Foundation and Corporate Relations

Appointment:

Full-time Unlimited

Start Date:

As Soon As Possible

Location:

St. Paul

Deadline:

Open until filled with review of applications beginning October 21, 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 55101-3145
Fax: 651-297-3145
E-mail:
jeannette.nelson@so.mnscu.edu

Contact:

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

Responsibilities:

- Determine policies and communication requirements for all grant applications submitted by the Office of the Chancellor to corporations and foundations
- Establish and administer a proactive foundation/corporate fundraising program with responsibilities for securing funds to achieve institutional priorities
- Serve as facilitator and resource for Office of the Chancellor and System staff grant development and writing
- Develop strategies and manage the stewardship of grants from local, regional, and national corporations and foundations including building relationships with senior corporate and foundation executives
- Establish effective working and communication relationships with presidents, key administrators, staff, faculty, foundations, corporations and other funding agencies
- Establish and manage processes for maintaining high-quality records on foundations/corporations and other organizations in various stages of cultivation, from identification through cultivation and solicitation to stewardship, develop effective plans for each and lead each stage, including initiating and conducting research and overseeing the preparation of proposals and all aspects of successful solicitations of major gifts from these organizations
- Initiate, plan and coordinate programs, functions and appointments for and visits by foundation/corporate representatives and visits to foundation/corporate offices, including the chancellor, presidents, senior administrators, and academic representatives when appropriate
- Formulate priorities for proposal preparation and/or writing of proposals as well as monitor and prepare assessment reports and acknowledgement for all grants. This includes informing appropriate staff of funding opportunities
- Manage all prospect research activities for corporations, foundations and individuals within the Office of the Chancellor, including providing research reports and managing the cultivation calendar
- Represent the executive director of the Minnesota State Colleges and Universities Foundation and Development Division at meetings to ensure adequate information on development policies and procedures are communicated, when executive director is unable to or when necessary
- Create and manage a system to coordinate all grants submitted within the Office of the Chancellor
- Determine programming needs and provide staff development training for institutions and foundations seeking assistance in building their corporate and foundation grants program
- Determine programming needs and provide staff development training on prospect research to institutions seeking to enhance their prospect research capacity
- Provide prospect research to institutions with limited resources for such activities

Minimum Qualifications:

- Bachelors Degree
- Five years of progressively responsible success in grant writing or in a closely comparable field with significant experience in a college, university or other complex organization with a comprehensive development program
- Experience in fundraising and grants development
- Experience in proposal or grant-writing for non-profit or educational institutions or customer-based development relations
- Strong communications, especially writing skills
- Strong organizational skills and attention to detail focused on grant and prospect tracking and follow-through
- Ability to develop and work cooperatively in a trust situation with multiple diverse constituencies
- Ability to build relationships with senior administrators, campus leaders, corporations and foundations
- Research skills related to prospects, foundations and corporations
- Experience planning, organizing and leading multiple projects concurrently
- Skilled in organization of systems and aptitude for analysis of detailed data, including ability to set priorities and meet deadlines
- Ability to formulate and initiate plans and procedures and to direct their applications

Preferred Qualifications:

- Experience making presentations to individuals and groups
- Considerable knowledge of financial and accounting processes for non-profit organizations

Application Procedure:

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



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MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS
900 Highway 34 East
Detroit Lakes, MN 56501

Position: **Custom Training Representative (Unclassified MAPE)**
Manufacturing and Technology Product Director

Appointment:
Full-time Unlimited

Start Date:
December 1, 2005

Location:
To be determined

Deadline:
October 14, 2005 or until filled

Send materials to:
Human Resources Office
Minnesota State
Community and Technical
College
PO Box 309
Perham, MN 56573
FAX: (218) 347-6249

Contact:
Linda Erickson
(218) 299-6825
or
Sandi Smith
(218) 347-6241

Responsibilities:

- Effectively manage the content, assessment, design, delivery, and marketing of all client (business, industry, education, and agency) product/services offered within designated technical, manufacturing and trades areas
- Manage training projects
- Manage and supervise licensed and non-licensed program faculty
- Design and implement continuous improvement processes
- Develop program budget and financial objectives
- Participate in organizational marketing plan development
- Assist with the writing and development of grants to bring funding and pilot projects to the division

Minimum Qualifications:

- Bachelors degree or higher in manufacturing technology, industrial technology or a related field
- 3-5 years experience working in a manufacturing setting
- Knowledge of robotics, automation, industrial process control, CIM, PLCs, CAD, safety standards, machining, welding, Lean and quality systems
- Proficiency in interpersonal communications and leadership skills
- High degree of professional ethics
- Computer literate
- Valid Drivers License
- Ability to communicate with a variety of constituencies

Preferred Qualifications:

- Experience with curriculum development, instruction and project management
- Training and experience commensurate with eligibility requirements for a Vocational Instructor License

Application Procedure:

Submit a letter of application, resume detailing education and experience, transcripts (copies accepted), and 3 letters of professional reference



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MINNESOTA STATE UNIVERSITY, MANKATO
325 Wigley Administration Center
Mankato, MN 56001

Position: Finance-1, assistant professor (tenure track) (Unclassified IFO)

Appointment:
Full-time Tenure Track

Start Date:
August 21, 2006

Deadline:
October 21, 2005

Send materials to:
Dr. Stephen Wilcox, Ph.D.,
CFA, Chair
Department of Finance
Minnesota State University,
Mankato
150 Morris Hall
Mankato, MN 56001

Contact:
Phone: (507) 389-1319
TTY: (800) 627-3529 or
711
FAX: (507) 389-5497

Responsibilities:

- o Teach financial planning, insurance and possibly finance courses at the undergraduate and graduate level
- o Engage in scholarly activity
- o Advise department majors
- o Develop curriculum materials
- o Perform appropriate service functions for the department, college, university, and community
- o Participate in professional meetings, conferences, and other appropriate professional development activities

The Finance Department at Minnesota State University, Mankato currently consists of seven full-time faculty and offers "tracks" in 1) Corporate Finance, 2) Institutional Finance, 3) Investment Analysis, and 4) Financial Planning and Insurance. The Department is housed in the College of Business and serves approximately 250-300 majors. The College of Business is AACSB accredited, and has both undergraduate and MBA programs. Minnesota State University, Mankato is located in the beautiful Minnesota River Valley, approximately 75 miles southwest of Minneapolis/St. Paul. Additional information about the university and community can be found at: 1) <http://www.mnsu.edu> 2) <http://www.ci.mankato.mn.us/> and 3) <http://www.northmankato.com/>

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

Minimum Qualifications:

- o Demonstrate evidence of outstanding teaching and evidence of an active research record in an area related to Financial Planning or Insurance
- o Demonstrate ability to work successfully with a diverse population of students, faculty and staff

Preferred Qualifications:

- o Terminal degree in an area related to Financial Planning or Insurance by Fall semester, 2006 is preferred. An MBA is preferred, if the terminal degree is not in Business Administration
- o CFP (Certified Financial Planner) designation
- o Candidates for this faculty position may also be considered as candidates for Program Director of the Financial Planning Certificate Program offered through MSU Extended Learning

Application Procedure:

Submit a letter of application, completed Application for Unclassified Employment form (available at website above), vitae, unofficial transcripts, and written references from three individuals to the address below. An official or certified copy of the transcripts and evidence relating to both teaching and research will be required prior to any interview as a finalist for this position. For application form, see: <http://www.mnsu.edu/afact/search/forms/unclassapp.pdf>



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

Position: Finance-2, assistant professor (tenure track) (Unclassified IFO)

Appointment:
Full-time Tenure Track

Start Date:
August 21, 2006

Deadline:
December 31, 2005

Send materials to:
Dr. Stephen Wilcox, Ph.D.,
CFA, Chair
Department of Finance
Minnesota State University,
Mankato
150 Morris Hall
Mankato, MN 56001

Contact:
Phone: (507) 389-1319
TTY: (800) 627-3529 or
711
FAX: (507) 389-5497

Responsibilities:

- Teach finance courses at the undergraduate and possibly graduate levels
- Engage in scholarly activity
- Advise department majors
- Develop curriculum materials
- Perform appropriate service functions for the department, college, university, and community
- Participate in professional meetings, conferences, and other appropriate professional development activities

The Finance Department at Minnesota State University, Mankato currently consists of seven full-time faculty and offers "tracks" in 1) Corporate Finance, 2) Institutional Finance, 3) Investment Analysis, and 4) Financial Planning and Insurance. The Department is housed in the College of Business and serves approximately 250-300 majors. The College of Business is AACSB accredited, and has both undergraduate and MBA programs. Minnesota State University, Mankato is located in the beautiful Minnesota River Valley, approximately 75 miles southwest of Minneapolis/St. Paul. Additional information about the university and community can be found at: 1) <http://www.mnsu.edu> 2) <http://www.ci.mankato.mn.us/> and 3) <http://www.northmankato.com/>

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

Minimum Qualifications:

- Doctorate in Business Administration with an area of specialty in Finance by Fall semester, 2006
- Demonstrate evidence of outstanding teaching and evidence of an active research record with peer-reviewed journal articles in the finance area
- Demonstrated ability to work successfully with a diverse population of students, faculty and staff

Application Procedure:

Submit a letter of application, completed Application for Unclassified Employment form (available at website above), vitae, unofficial transcripts, and written references from three individuals to the address below. An official or certified copy of the transcripts and evidence relating to both teaching and research will be required prior to any interview as a finalist for this position. For application form, see:

<http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>



MINNESOTA STATE UNIVERSITY, MANKATO
325 Wigley Administration Center
Mankato, MN 56001

Position:

Dean, College of Social and Behavioral Sciences
(Unclassified MnSCU Administrators' Plan)

Appointment:

Full-time Unlimited

Start Date:

July 1, 2006, or as soon thereafter as possible

Deadline:

Review of applications will begin on November 11, 2005

Send materials to:

Dr. Jane F. Earley, Dean,
College of Arts and Humanities
Chair, Social and Behavioral Sciences Dean Search Committee
Minnesota State University,
Mankato
226 Armstrong Hall
Mankato, MN 56001

Contact:

Phone: (507) 389-1712
TTY: (800) 627-3529 or 711
FAX: (507) 389-5887
E-mail:
jane.earley@mnsu.edu

Responsibilities:

Minnesota State University, Mankato, seeks an energetic and dynamic leader for the position of Dean of the College of Social and Behavioral Sciences. The College is a distinctive and exciting environment where talented faculty work on innovative program development covering a wide range of areas and creating an atmosphere conducive to interdisciplinary work

- Provide vision and leadership for the College of Social and Behavioral Sciences
- The Dean is the chief administrator and executive officer for the College and reports directly to the Vice President for Academic Affairs
- The Dean is responsible for academic and administrative planning; budgeting; administration of collective bargaining agreements; implementation of college and university policies; recruitment, development, and evaluation of faculty; student relations; academic program review; fundraising and grant activities; external relations; and all equipment and facilities assigned to or owned by the College

The College of Social and Behavioral Sciences consists of 11 departments: Anthropology, Economics, Ethnic Studies, Geography, History, Political Science/Law Enforcement, Psychology, Social Work, Sociology/Corrections, Urban and Regional Studies, Women's Studies, and several interdisciplinary programs; and includes 112 faculty and 15 support staff. Support staff includes a Student Relations Coordinator, a fundraiser, and an assistant to the Dean. The College currently consists of 1,923 undergraduate majors and 288 graduate students in 15 Master's level programs. The College of Social and Behavioral Sciences is one of six colleges within Minnesota State University, Mankato, which is a comprehensive university of nearly 14,000 students. For more information, see the College of Social and Behavioral Sciences home page at: <http://www2.mnsu.edu/csocbeh/> or the Minnesota State University, Mankato home page at: <http://www.mnsu.edu/>

Employment for this position is covered by the personnel plan for MnSCU Administrators which can be found at: <http://www.hr.mnscu.edu/LR/index.html>

Minimum Qualifications:

- Earned Ph.D. in a discipline or interdisciplinary field represented in the College
- A successful record of academic administrative experience at the level of chairperson, its equivalent, or higher
- A strong record of achievement in teaching, research and scholarly publication, and service
- Earned rank of full professor or equivalent
- Experience in personnel management, faculty development, curriculum development at the undergraduate and graduate levels, budgeting, program review (including accreditation issues), strategic planning, and facilities and technology coordination/management
- Demonstrated commitment to cultural diversity
- Demonstrated excellence in interpersonal and communication skills
- A record of commitment to student growth and development
- Educational philosophy consistent with the mission of a public comprehensive university
- Understanding of collective bargaining
- Experience with shared governance
- Experience in private and public fundraising activities

Application Procedure:

Submit a letter of application specifically addressing each of the qualifications above; a current curriculum vitae; a separate statement of your leadership philosophy; unofficial transcripts (official transcripts needed at time of interview); and the names, addresses (including e-mail), and current telephone numbers of five professional references



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

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

Position: MnSCU Program Director 2 - Academic Program Development (Unclassified MAPE)
Director of Service Learning

Appointment:

Full-time Unlimited
Year-round

Start Date:

As Soon As Possible

Deadline:

October 13, 2005

Send materials to:

Human Resources
Department
North Hennepin
Community College
7411 85th Ave N
Brooklyn Park, MN 55445

Contact:

sue.appelquist@nhcc.edu

Responsibilities:

- Provide leadership in developing and maintaining a Service Learning Program (SLP) at North Hennepin Community College
- Facilitate the development of curricular and co-curricular SLP program initiatives and civic engagement activities
- Develop and maintain community partnerships and placements for the SLP
- Provide leadership and direction in the development of policy, annual goals and objectives
- Collaborate with faculty and staff in the development and assessment of SLP initiatives
- Facilitate student engagement in the development of the SLP
- Duties also include collaborating with public high schools, business and industry, social service agencies and communicating with NHCC faculty and staff, about the SLP
- Participate in campus community activities, assist with program evaluation and complete other duties as directed

Minimum Qualifications:

- Bachelor's degree in a relevant field
- Good understanding of student development needs
- Strong interpersonal and communication skills
- Strong commitment to program and departmental objectives
- Computer skills required for data collection and analysis, scheduling and student assistance

Preferred Qualifications:

- Master's degree
- Experience working with and advising students from diverse backgrounds, students with disabilities, students who are single parents, non-traditional aged students, or students who are financially disadvantaged
- Experience with Service Learning and/or civic engagement activities

Application Procedure:

Submit cover letter, resume and three names and phone numbers of references



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

RIVERLAND COMMUNITY COLLEGE
1900 8th Avenue NW
Austin, MN 55912

Position: MnSCU Program Director 1 - Academic Program Development (Unclassified MAPE)
Writing Center Mentor Program Coordinator

Appointment:

Part-time ~~Temporary~~
Limited
20 hours/week

Start Date:

As Soon As Possible

End Date:

May 30, 2006

Location:

Austin

Deadline:

October 13, 2005 or until
filled

Send materials to:

Writing Center Mentor
Program Coordinator
Search Team
Human Resources Dept.
Riverland Community
College
1900 8th Avenue NW
Austin, MN 55912

Contact:

hr@riverland.edu

Responsibilities:

- Develop the Writing Mentorship Project in collaboration with the Writing Center Director
- Recruit and train Writing Mentors
- Assess participant needs
- Maintain participant/mentor records and documentation
- Schedule mentors and supervise mentor-mentee activities; serve as a mentor
- Provide tutoring assistance to participants to further their success and meet their goals as needed and as scheduling allows
- Develop and sustain a mentorship program and service to provide a volunteer mentor network to students seeking tutoring and writing assistance at the Riverland Writing Center. Area of expertise will be in writing and communications, organizational management and project planning

Minimum Qualifications:

- Education philosophy and practices, adult education and learning theory and practice
- Program and curriculum development, needs assessment and evaluation techniques
- State and MnSCU system rules and regulations regarding providing services to students
- Project management skills
- Active listening and questioning skills and the ability to handle objections effectively
- Excellent oral communication and writing skills in one-to-one, small group, large group and instructional settings and at all organizational levels
- Interpersonal skills including conflict resolution and feedback
- Negotiation skills, leadership qualities and sales experience
- Computer skills with word processing and spreadsheet applications in a Windows environment

Additionally, this position requires the ability to:

- Think creatively and innovatively to conceptualize and develop the program
- Accomplish results through motivation and persuasion of others
- Plan, organize, and administer multiple projects, set priorities and schedule activities
- Work with little direct supervision within general guidelines and policies of the State and College in a flexible and adaptable manner, handling multiple tasks and priorities
- Maintain knowledge, skills and abilities through reading, training and education

Application Procedure:

Submit a letter of application, current resume and references



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

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

Position: Director of Development – FOUR POSITIONS - (Unclassified MSUAASF)

Appointment:
Full-time Unlimited
Year-round

Start Date:
January 1, 2006
(negotiable)

Deadline:
November 1, 2005

Send materials to:
Search Committee Chair
Director of Development/4
New Positions
St Cloud State University
Alumni House
720 Fourth Avenue South
St Cloud MN 56301-4498

Contact:

Responsibilities:

Lead and manage the Development efforts for the following colleges, and for specific university-wide Development programs:

- Director of Planned Giving; and Director of Development, College of Education
- Director of Development, College of Science and Engineering; also responsible for the President's Club development program
- Director of Development, Intercollegiate Athletics; also responsible for the Special Gifts development program
- Director of Development, College of Fine Arts and Humanities and College of Social Science

Each Director of Development will report to the Associate Vice President for Development and serve as a key member of the college's leadership team. The Directors of Development will:

- Identify fundraising priorities
- Manage initiatives and visits that lead to gift commitments
- Develop supporting materials
- Organize special events to cultivate donors
- Enlist, supervise and direct the work of volunteers for cultivation and solicitation of major gifts
- Provide recognition and stewardship to major donors
- Participate as a member of the university-wide Development team in prospect coordination activities

Minimum Qualifications:

Demonstrated ability to:

- Build relationships and ask for major gifts
- Speak and write persuasively
- Manage and implement special events
- Work effectively in a team environment
- Participate both as a member of the university's Development staff and as an integral part of the college's leadership team
- Bachelor's degree and three years of professional fundraising experience

Preferred Qualifications:

- Higher education fundraising experience

Application Procedure:

Submit a letter of application, resume, transcripts (copies accepted at time of initial screening), and the names, addresses and telephone numbers of three professional references



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

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

Position: Interim Director of Gay, Lesbian, Bisexual and Transgender Services (GLBT)
(Unclassified MSUAASF)

Appointment:
Full-time Fixed-Term

Start Date:
October 1, 2005

End Date:
June 30, 2006

Deadline:
Open until position filled

Send materials to:
Jane Olsen, Search
Committee Chair
Women's Center
St. Cloud State University
720 - 4th Avenue South
St. Cloud, MN 56301-4498

Contact:

Responsibilities:

- Overall administration of the GLBT Services office, including budget management, strategic planning, and fundraising
- Create and implement educational programming on homophobia, heterosexism, other forms of oppression, and GLBT experiences. This includes collaboration with other university departments and student organizations
- Hire, train, and supervise employees, interns, and volunteers
- Supervise the Speakers Bureau and Peer Support Program
- Provide advocacy, support, information, and referrals for students
- Advise two or three student organizations
- Serve as a consultant for university departments and community on GLBT and diversity issues
- Other duties as assigned

Minimum Qualifications:

- Master's degree and a minimum of one year experience in GLBT advocacy and/or GLBT education, as well as management experience
- Solid understanding of homophobia and heterosexism, as well as issues faced by bisexual and transgender members of the GLBT community
- Demonstrate an ability to work with diverse constituencies, including people of color and people with disabilities
- Strong communication and conflict resolution skills, organization skills and the ability to work both independently and as part of a team
- Demonstrated ability to teach and work with persons from culturally diverse backgrounds

Preferred Qualifications:

- Higher education experience

Application Procedure:

Submit a letter of application addressing the above qualifications, resume, transcripts (copies are acceptable for initial screening), and the names and phone numbers of three professional references



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

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

Position: Medical Director (Unclassified MSUAASF)

Appointment:
Full-time Probationary
Year-round

Start Date:
January 1, 2006

Deadline:
October 28, 2005

Send materials to:
Lynette M. Sickler, MS,
LADC, LPC
ADAPT Coordinator
Student Health
Services/HiH
720 - 4th Avenue South
St Cloud MN 56301-4498

Contact:

Responsibilities:

The Medical Director is responsible for ensuring the overall quality of medical care provided to students of SCSU. These responsibilities include:

- Direct patient care
- Supervise clinical care provided by MD, NP's, LPN's working at the Student Health Service (SHS) and clinical consultation for the on-site laboratory
- Experience and comfort in providing reproductive health care services and pregnancy resources to students

The Medical Director is a member of the SHS management team, providing clinical input on policies and decisions regarding quality improvement, medical services and emerging health trends. This leadership role involves representation of SHS on campus and SCSU in community partnerships

Minimum Qualifications:

- M.D. or D.O., License to practice in Minnesota
- BE/BC in family practice or other appropriate specialty
- DEA License, Minimum 2 years medical service
- Demonstrated ability to teach and work with persons from culturally diverse backgrounds

Application Procedure:

Submit a letter of application, curriculum vita, and 3 names of references by the deadline (including address and home)



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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 2 - Foundation (Unclassified MAPE)
Director of Alumni Relations and Marketing

Appointment:

Full-time Unlimited
Year-round

Start Date:

November 1, 2005

Deadline:

October 12, 2005

Send materials to:

Human Resources
St. Cloud Technical College
1540 Northway Drive
St. Cloud, MN 56303

Contact:

Annie Salner
Personnel Officer
Phone: (320) 308-5993
Fax: (320) 308-6004
Email: asalner@sctc.edu

Responsibilities:

The Director of Alumni Relations and Marketing is responsible for developing, implementing, and managing the alumni relations efforts and development strategies of the college.

DUTIES AND DELEGATED RESPONSIBILITIES:

- Provide leadership and direction for the college alumni efforts to raise funds to support the college
- Serve as a resource for the SCTC Foundation Board of Directors
- Manage the planning and implementation of the annual SCTC Foundation fundraising breakfast and monthly Point of Entry tours of the campus
- Manage marketing activities for the college
- Manage and plan the alumni fundraising activities for the SCTC Foundation

Minimum Qualifications:

- At least one year of previous professional-level experience in marketing or foundation activities
- One year of experience leading or supervising others

Preferred Qualifications:

- Bachelor's degree
- Experience in institutional advancement

Application Procedure:

Submit cover letter, resume, college transcripts, completed St. Cloud Technical College job application found at <http://www.sctc.edu/employment> and names and phone numbers of three references relevant to the position



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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

Position: Farm Business Management Instructor (Unclassified MSCF-TC Faculty)

Appointment:
Full-time Unlimited

Start Date:
November 1, 2005

Location:
Mankato Area

Deadline:
Open Until Filled

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:

- Provide Farm Business Management Education to farm business owners/operators in the St. Peter, LeSueur, Belle Plaine, and Carver area of Minnesota. Instruction follows the established curriculum and is delivered in classroom and individual/at-the-business settings
- Recruit new students as needed to maintain enrollment levels

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in Farm Business Management (#010020). For additional information regarding the licensure requirements, please refer to the MnSCU Licensure website at: www.licensure.mnscu.edu
- Skills and abilities include technical knowledge in business management, financial and managerial accounting, financial analysis, business and strategic planning, goal setting, data interpretation, commodity marketing, income tax management, classroom management, verbal and written communications, organizational skills, computer operations, sales/recruiting skills, critical appraisal and feedback, etc

Application Procedure:

Submit letter of application, current resume, transcript, and a list of three or more references with names, addresses, and telephone numbers



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

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

Position: Assistant/Associate Professor of Special Education (Unclassified IFO)

Appointment:
Full-time Probationary
Academic Year

Start Date:
August, 2006

Deadline:
October 30, 2005

Send materials to:
Special Education Search
Human Resources
Winona State University
P.O. Box 5838
Winona, MN 55987

Contact:
Robin Delong
507-457-5008 (Office);
507-457-5054 (Fax);
507-457-2525 (TTY);
rdelong@winona.edu
(e-mail)

Responsibilities:

- Teach Special Education undergraduate and graduate courses leading to licensure in Learning Disabilities/Developmental Disabilities including introductory and advanced assessment and methods
- Supervise Special Education student teaching and practica
- Advise students
- Serve on departmental, college, and university committees, and other duties as assigned

Minimum Qualifications:

- Doctorate in Special Education (A.B.D. or pursuing doctorate in Special Education considered). Doctorate must be completed prior to tenure application
- Successful K-12 experience using a range of Special Education models
- Ability to teach effectively at the university level
- Experience supervising student teachers
- Demonstrated ability to conduct research
- Specialization in reading and math helpful
- Training and experience in other Special Education disability areas helpful
- Ability to work effectively with colleagues
- Demonstrated ability to conduct research and teaching university level classes

Application Procedure:

Submit resume, undergraduate and graduate transcripts, at least three letters of reference, and a list of at least 3 references, with addresses and telephone numbers



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