

# 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](http://www.mnscu.edu)

October 10, 2005

**BEMIDJI STATE UNIVERSITY**  
1500 Birchmont Drive NE  
Bemidji, MN 56601

### RE-POSTING

#### Position:

**Executive Director for University Advancement  
(Unclassified MnSCU Administrators Plan)**

#### Appointment:

Full-time Unlimited

#### Start Date:

Approximately December 1, 2005

#### Deadline:

November 7, 2005, or until filled

#### Send materials to:

Executive Director for  
University Advancement  
Search Committee  
Bemidji State University #17  
1500 Birchmont Drive NE  
Bemidji, MN 56601-2699

#### Contact:

Joyce Way 218-755-2762 for  
vacancy information.

#### Responsibilities:

- Plan, coordinate, manage, and implement all fundraising efforts for Bemidji State University and the Bemidji State University Foundation.
- Build relationships with alumni, businesses, philanthropic organizations, government agencies, and friends of the University as they pertain to the Foundation.

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:

- Earned Bachelor's degree.
- Extensive knowledge of and leadership success in fundraising, as well as public relations and liaison with key constituencies.
- A demonstrated ability to establish, cultivate, solicit, and receive major gifts.
- Significant experience leading successful capital campaigns, major gifts, donor research, and corporate and foundation relations.
- Knowledge of IRS requirements to develop applicable fundraising instruments.
- Proven success in leading and managing a staff and building effective advancement programs with demonstrated results.
- Successful experience working with higher education alumni, human relations skills, including proven ability to work with a variety of clientele on and off campus.

#### Preferred Qualifications:

- Earned Master's degree.

#### Application Procedure:

Submit a letter of application, resume, the names, addresses and telephone numbers and e-mail addresses of five references; and unofficial transcripts of all universities attended (official transcripts are required at the time of employment). For further information, see website:

<http://www.bemidjistate.edu>.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities – October 10, 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](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**BEMIDJI STATE UNIVERSITY**  
1500 Birchmont Drive NE  
Bemidji, MN 56601

**Position:** Counselor/Psychologist (Unclassified IFO)

**Appointment:**  
Full-time Tenure Track

**Start Date:**  
August 22, 2006

**Deadline:**  
December 14, 2005, and  
will continue until filled

**Send materials to:**  
Jon Blessing, Director of  
Student Life and  
Counseling  
Bemidji State University  
1500 Birchmont Drive NE  
Bemidji, Minnesota 56601-  
2699

**Contact:**  
Jon Blessing, Director of  
Student Life and  
Counseling  
Phone: 218-755-2075.  
Email:  
[jblessing@bemidjistate.edu](mailto:jblessing@bemidjistate.edu)

**Responsibilities:**

- Individual, group, and couples therapy.
- Diagnostic and psychological assessment.
- Clinical consultation and case management.
- Supervise and train graduate interns.
- Psycho-educational programming and outreach.
- Develop and maintain professional collaborative relationships with faculty, staff and community resources.
- Maintain an active fulltime caseload (up to 25 clients per week) and be highly skilled in treatment planning, record keeping, crisis intervention and referral.
- Contribute to one or more of the University "Signature Themes" of Environmental Stewardship, Civic Engagement, and Global/Multicultural Understanding.

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. The University 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:**

- Doctoral degree in Counseling or Clinical Psychology with Minnesota LP or LPC licensure or Minnesota licensure eligible. Minnesota licensure required at time of appointment.
- Possess demonstrated experience and ability working with men's issues.
- Self-directed, collaborative and possess a strong work ethic and well developed organizational and interpersonal skills.

**Preferred Qualifications:**

- Knowledge and experience with student development and diverse populations in a post-secondary setting.

**Application Procedure:**

Submit a letter of application, vita, and copies of academic transcripts from each degree granting institution, and at least three professional references including mailing addresses and telephone numbers (note: official transcripts are required at time of appointment).



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 2

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**Position:**

**Information Officer 2 (Classified MAPE)**

Director, College Publications

**Appointment:**

Full-time Unlimited

**Start Date:**

November/December 2005

**Deadline:**

October 20, 2005

**Send materials to:**

[www.doer.state.mn.us/Employment](http://www.doer.state.mn.us/Employment)

Job Posting Number  
#05MNSC000743

**Contact:**

Susan Zustiak  
Human Resources  
651 779-3989

**Responsibilities:**

- o Coordinate planning, development, and implementation of College marketing and publications, focusing on the Continuing Education/Customized Training division.
- o Provide advanced-professional writing/editing services.
- o Serve as print buyer and production manager for the College with focus on needs of the Continuing Education/Customized Training Division.
- o Provide photography services, advanced desktop publishing, and oversight of College website.

**Minimum Qualifications:**

- o Bachelor's degree with an emphasis in journalism, graphic arts, marketing, technical writing or directly-related fields.
- o At least three (3) years of related professional-level experience in a marketing, newspaper, or similar department.
- o Marketing experience, including experience in producing a variety of publications, promotional brochures, and support materials.
- o Considerable knowledge of journalistic or educational principles and practices.
- o Considerable knowledge of copy writing and graphic design requirements for the media and for publications.
- o Considerable knowledge of mechanical editing and proofreading techniques.
- o Demonstrated abilities in advertising conceptual development and production.
- o Excellent communication skills with ability to work well in a team situation to take a project from the idea phase to production completion.
- o Specific technical knowledge in print production, bid specifications and industry terminology.
- o Computer skills in design programs such as Adobe Photoshop, Illustrator and QuarkExpress.
- o High level of creativity and experience in print production.
- o Ability to work with many different programs to create and produce effective visual materials.
- o Ability to build a publications budget and keep within its guidelines, working with other campus constituents.

**Preferred Qualifications:**

- o Experience in a collegiate, educational, or institutional marketing department or similar position.
- o HTML/web design and web maintenance knowledge.
- o Knowledge of educational principles and practices.

**Application Procedure:**

**HOW TO APPLY ONLINE:**

Submit your resume and supporting documentation to the Department of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste in your existing resume or let the software create a resume for you. The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you. If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

**HOW TO APPLY WITH A PAPER RESUME:**

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Department of Employee Relations (DOER), 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155-1603. The Employment Application form that must be submitted with a paper copy of your resume is available at: <http://www.doer.state.mn.us>, Employment Site, Resume Writing Tips (bottom of page) OR by contacting DOER at 651-296-2616.

To be considered for this specific vacancy, record the exact job title and posting number in the "Specific Opening" area of the Employment Application.



**DAKOTA COUNTY TECHNICAL COLLEGE**  
1300 145th Street East  
Rosemount, MN 55068

**Position:** Interior Design Instructor (Unclassified MSCF-TC Faculty)

**Appointment:**  
Full-time Unlimited

**Start Date:**  
January 6, 2006

**Deadline:**  
November 4, 2005

**Send materials to:**  
Interior Design Search  
Committee  
C/O Human Resources  
Dakota County Technical  
College  
1300 145th Street East  
Rosemount, MN 55068-2999

**Contact:**  
[hr@dctc.edu](mailto:hr@dctc.edu)  
651-423-8339

**Responsibilities:**

- Teach studio and lecture courses in a FIDER (Foundation for Interior Design Education Research) professionally accredited Interior Design program in areas such as residential design and space planning, kitchen and bath design, design fundamentals, historical styles, and innovative approaches to design and/or design education.
- Work cooperatively in a team environment.
- Contribute to DCTC by serving on appropriate committees, and by assisting with the marketing and recruitment for the program, retention, quality assurance, placement efforts, and advising of students.

**Minimum Qualifications:**

- Must possess or qualify for a MnSCU Vocational Technical License in Interior Design (#041050). For additional information regarding licensure requirements, please refer to the MnSCU Licensure website at: [www.licensure.mnscu.edu](http://www.licensure.mnscu.edu).
- Bachelor's Degree in Interior Design or closely related field.
- NCIDQ (National Council for Interior Design Qualification) qualifications or qualified.
- Work experience in residential design and space planning.
- Ability to work with diverse populations.
- Organizational and management skill.
- Evidence of excellent oral and written communication skills.

**Preferred Qualifications:**

- Teaching experience.
- Certified Interior Designer.
- Master's Degree in Interior Design or closely related field.
- Evidence of activities in professional related organizations.
- Work experience in sustainable design.

**Application Procedure:**

Submit a resume with cover letter that addresses how previous experiences can be used to accomplish the position requirements. The resume/cover letter may be emailed to [hr@dctc.edu](mailto:hr@dctc.edu). DCTC application forms will be sent out after receipt of letter/resume OR applicants may retrieve them at our website: [www.dctc.edu/about/employment.asp](http://www.dctc.edu/about/employment.asp).



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 4

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**DAKOTA COUNTY TECHNICAL COLLEGE**  
**1300 145th Street East**  
**Rosemount, MN 55068**

**Position:** Accounting Instructor - Part-time Temporary (Unclassified MSCF-TC Faculty)

**Appointment:**

Part-time Temporary  
Classroom hours  
8am - 12 noon  
Monday - Friday (10am-  
11am Break)

**Start Date:**

January 9, 2006

**End Date:**

May 12, 2006

**Deadline:**

As soon as possible,  
position will remain open  
until filled.

**Send materials to:**

Accounting Instructor  
Search Committee  
C/O Human Resources  
Dakota County Technical  
College  
1300 145th Street East  
Rosemount, MN 55068-  
2999

**Contact:**

[hr@dctc.edu](mailto:hr@dctc.edu)  
651-423-8339

**Responsibilities:**

- Provide instruction to students who are pursuing a diploma or a degree in Accounting. Courses to include Intermediate Accounting, Payroll Accounting, and Accounting Math.

**Minimum Qualifications:**

- Must possess or qualify for a MnSCU Vocational Technical License in Accounting (140100). For additional information regarding licensure requirements, please refer to the MnSCU Licensure website at: [www.licensure.mnscu.edu/Business\\_Office/codes.html](http://www.licensure.mnscu.edu/Business_Office/codes.html). See Licensure requirements for educational substitutions.
- Strong written and oral communication skills in English.
- Recent accounting experience.

**Preferred Qualifications:**

- Bachelor's degree in Accounting.
- Teaching/training experience.

**Application Procedure:**

Submit resume with cover letter that addresses how previous experiences can be used to accomplish the position requirements. The resume/cover letter may be sent to the address above or emailed to [hr@dctc.edu](mailto:hr@dctc.edu). DCTC application forms will be sent out after receipt of letter/resume OR applicants may retrieve them at our website:

[www.dctc.edu/about/employment.asp](http://www.dctc.edu/about/employment.asp).

Applicant file will be complete upon receipt of cover letter, resume, completed DCTC application, and copy of transcript.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 5

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**Position:**

**MnSCU Administrator (Level 3) – Director of Employment and Training Center  
(Unclassified MnSCU Administrators Plan)**

**Appointment:**

Full-time Unlimited

**Start Date:**

November 1, 2005 or as soon as possible

**Deadline:**

October 24, 2005, position will remain open until filled.

**Send materials to:**

ETC Director Search Committee  
C/O Human Resources  
Dakota County Technical College  
1300 145th Street East  
Rosemount, MN 55068-2999

**Contact:**

[hr@dctc.edu](mailto:hr@dctc.edu)  
651-423-8339

**Responsibilities:**

- Manage and supervise the staff of the Employment and Training Center.
- Direct and maintain effective communication with Federal, State and local Workforce Centers, industries, foundations, governmental units and college staff to support employment and training needs.
- Determine and manage revenue needs for the Employment and Training Center, authorizing expenditures out of the appropriate accounts.
- Execute assigned administrative responsibilities to ensure compliance with federal and state laws in accordance with Dakota County Technical College employment and opportunities and affirmative action and all program rules, regulations and audit requirements.
- Manage the writing of grants and research for the funding of new programs and improvement of existing programs.
- Establish and maintain positive and effective communications through oral and written means.

**Minimum Qualifications:**

- Bachelor's degree.
- Evidence of successful experience in developing, implementing and managing WIA Employment and Training program, including Service Delivery Area administrative experience.
- Demonstrated effectiveness working with Workforce Investment Boards, labor organizations, Department of Employment and Economic Development, and other State and County agencies.
- High level of leadership and management skills.
- Excellent program development and grant writing skills.
- Excellent organizational, written and verbal communications skills to effectively communicate with stakeholder groups.
- Human relations skills to deal effectively with diverse internal and external clientele.
- An understanding of budgeting and budget control processes.
- Computer literacy.

**Preferred Qualifications:**

- Master's degree.

**Application Procedure:**

Submit resume with cover letter which addresses how previous experiences can be used to accomplish the position requirements. The resume/cover letter may be sent to the address above, or emailed to [hr@dctc.mnscu.edu](mailto:hr@dctc.mnscu.edu). DCTC application form will be sent out after receipt of cover letter/resume or applicants may retrieve them at our website: [www.dctc.mnscu.edu/about/employment.asp](http://www.dctc.mnscu.edu/about/employment.asp). Applicant file will be considered complete upon receipt of cover letter, resume, 3 professional references, completed DCTC application form, and copy of transcript of highest degree (official transcript required prior to being hired).



**LAKE SUPERIOR COLLEGE**  
2101 Trinity Road  
Duluth, MN 55811

## RE-POSTING

**Position:**

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

**Appointment:**

Full-time Unlimited

**Start Date:**

As Soon As Possible

**Deadline:**

Review began on October 7, 2005 but position remains open until filled.

**Send materials to:**

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

**Contact:**

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

**Responsibilities:**

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

**Minimum Qualifications:**

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

**Application Procedure:**

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



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 7

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**Position:**

**Information Officer 2 (Classified MAPE)**

Academic Publications Coordinator/Editor

**Appointment:**

Full-time Unlimited  
8:00 a.m. – 4:30 p.m. - Monday through Friday with occasional evening/weekend assignments to cover special events. Some travel may be required.

**Start Date:**

As soon as possible

**Location:**

Saint Paul Campus

**Deadline:**

October 10, 2005

**Send materials to:**

Department of Employee Relations  
658 Cedar Street, 2nd Floor  
Saint Paul, MN 55155

**Contact:**

Human Resources office at Metropolitan State University  
700 East Seventh Street  
Saint Paul, MN 55106  
referencing the above Job Posting number.  
Gwen Aubineau,  
[gwen.aubineau@metrostate.edu](mailto:gwen.aubineau@metrostate.edu)  
[hrrecruiting@metrostate.edu](mailto:hrrecruiting@metrostate.edu)

**Responsibilities:**

- Plan, prepare copy, edit and coordinate production of Metropolitan State academic and admissions publications, including the Class Schedule; faculty, student and program newsletters; program brochures and handouts; handbooks; course manuals; academic reports and other publications.
- Write news releases and feature stories as assigned.
- Take photos at Metropolitan State commencements and other events, and coordinate printed materials for some conferences and special events.

**Minimum Qualifications:**

- Bachelor's degree with concentration in journalism, English or related communications field plus 3 (three) years of publications experience.
- Ability to proficiently operate digital and 35mm photographic equipment
- Excellent written and oral communications skills.
- Excellent interpersonal skills and the ability to establish effective and harmonious working relationships with a wide variety of constituents from a diverse community
- Skilled in the areas of design, graphics and desktop publishing (on Macintosh computer with QuarkXPress preferred) and communications media.
- Basic word processing skills with sufficient/accurate keyboard speed to meet project deadlines.
- Excellent organizational and problem-solving skills and the ability to make independent decisions and meet required deadlines are essential.

**Preferred Qualifications:**

- Experience working on Macintosh computer with Photoshop, Illustrator and scanners.
- A thorough knowledge of Metropolitan State, its purpose, functions, policies and programs to ensure that accurate and current information is disseminated to Metropolitan State's publics.
- Knowledge of printing, publishing and the Web are also important as is an understanding of the state's policies on printing and purchasing.
- Evidence of continuous training to remain current in the field.

**Application Procedure:**

Submit electronic applications directly to the Dept. of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder>. Please reference the above Job Posting number on this vacancy notice. Your resume must specifically address in detail how your experiences meet or exceed each of the above minimum qualifications as stated in this job posting. Candidates who do not follow the application process will not be considered. You may copy and paste in your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change; however, this must be done at least once per year to keep your resume active in their system. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interest. You may email your application to the Human Resources office at Metropolitan State University to [hrrecruiting@metrostate.edu](mailto:hrrecruiting@metrostate.edu) referencing the Job Posting number at the top of this vacancy notice from September 29th through October 10th. Your resume must specifically address in detail how your experiences meet or exceed each of the above minimum qualifications as stated in this job posting. Candidates who do not follow the application process will not be considered. If you wish to apply via a paper copy, mail your resume addressing in specific how you meet or exceed the minimum qualifications of this job posting. Candidates who do not follow the application process will not be considered. Send your resume directly to the State of Minnesota Department of Employee Relations, 658 Cedar Street, 2<sup>nd</sup> Floor, Saint Paul, MN 55155 on or prior to the deadline date indicated above and reference Job Posting number 05MNSC000698. **NO FAX COPIES WILL BE CONSIDERED.**



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

**Position:**

**Appointment:**

Full-time Unlimited

**Start Date:**

As Soon As Possible

**Location:**

St. Cloud or St. Paul

**Deadline:**

October 17, 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 55105-7804

**Contact:**

Jeannette Nelson  
Office of the Chancellor  
Human Resources Office  
Wells Fargo Place  
30 7th Street East, Suite 350  
St. Paul, MN 55105-7804  
E-mail:  
[jeannette.nelson@so.mnscu.edu](mailto:jeannette.nelson@so.mnscu.edu)  
FAX: 651-297-3145

**Information Technology Specialist 4 IS Planning (Classified MAPE)**

IMS System Administrator/Project Leader

**Responsibilities:**

- Support the implementation and maintenance of mission critical enterprise instructional management system (IMS) e-Learning platforms.
- Provide project leadership, technical support, and quality assurance in deployment of instructional management software system-wide.
- Provide system-wide technical support for users of centrally hosted instructional management software.
- Provide administrative and analytic support for the Office of the Chancellor and campus decision makers.
- Flexibility is required regarding scheduling since the central host site is moving to a 24/7 schedule and this position may have to work evening and/or weekend hours.

**NOTES:** 1) **This position is only open to current state employees.**

2) **This position functions within the Office of the Chancellor-Information Technology Services Division and may be physically located in St. Cloud or St. Paul.**

**Minimum Qualifications:**

- At least three years experience in project management and customer support.
- Knowledge of information technology systems and/or applications, including campus-wide systems and instructional technology environments.
- Knowledge of data administration principles and techniques.
- Knowledge of network administration.
- Knowledge of system utilities, features, installation and maintenance procedures, and general operation.
- Basic knowledge of data and file structures, database systems and related utilities, operating systems, and communication interface programs.
- Ability to perform system, database, and network maintenance tasks and to use standard software packages.
- Ability to analyze and troubleshoot system connection and interface malfunctions.
- Demonstrated ability to assist others in completing work assignments, including the ability to provide basic work direction and training.
- Strong written and verbal communication skills.
- Ability to develop effective working relationships and work collaboratively with a variety of people.

**Preferred Qualifications:**

- Experience with course management systems/instruction management systems.
- Knowledge of college teaching and learning standards.
- Bachelor's degree in information technology or other related field OR equivalent professional-level experience.

**Application Procedure:**

Submit a letter of application, resume, and three to five references (name, address and contact information).



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities – October 10, 2005 - Page 9*

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

**Position:**

**Assistant Professor of Mathematics (Unclassified IFO)**

**Appointment:**

Full-time Tenure Track

**Start Date:**

August 21, 2006

**Deadline:**

Screening of completed applications will begin January 10, 2006. Applications will be accepted until the position is filled.

**Send materials to:**

Timothy Peil, Chair  
Mathematics Search Committee  
Mathematics Department  
Minnesota State University Moorhead  
1104 Seventh Avenue South  
Moorhead, MN 56563

**Contact:**

Timothy Peil  
(218) 477-2454  
fax number (218) 477-2984  
e-mail: [peil@mnstate.edu](mailto:peil@mnstate.edu).

**Responsibilities:**

- Teach undergraduate mathematics courses for both majors and nonmajors. (The teaching load is twelve hours per semester.)
- Advise students.
- Provide service to the university/community.
- Maintain an appropriate level of professional activity.

**Minimum Qualifications:**

- A Ph.D. in mathematics. All specialties will be considered.
- Preference will be given to candidates with successful college teaching experience.

**Preferred Qualifications:**

- Candidates prepared to teach upper division mathematics courses are desired.
- A demonstrated ability to work successfully with students of diverse backgrounds including sensitivity to their needs and concerns.

**Application Procedure:**

Submit a vita, MSUM Standard Application Form [www.mnstate.edu/vacancy/StandAppForm.htm](http://www.mnstate.edu/vacancy/StandAppForm.htm), unofficial graduate and undergraduate transcripts (official transcripts of all academic work completed must be provided by the successful candidate by the time employment begins), and three current signed letters of reference.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 10

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**Position:** Economics / Macroeconomics, Monetary/Financial Economics, assistant professor  
(Unclassified IFO)

**Appointment:**  
Full-time Tenure Track

**Start Date:**  
August 21, 2006

**Deadline:**  
Priority consideration will be given to applications received by January 11, 2006. To be considered for preliminary interviews at the national meetings, please apply by December 2, 2005. Applicants not possessing a Ph.D. degree at time of application need not apply.

**Send materials to:**  
Search Committee for  
Position 1  
Department of Economics  
Minnesota State University,  
Mankato  
150 Morris Hall  
Mankato, MN 56001

**Contact:**  
Phone: (507) 389-2969  
TTY: (800) 627-3529 or  
711

**Responsibilities:**

- A mix of qualifications in the areas of macroeconomics, monetary/financial economics, intro to U.S. economy, economic thought, industrial organization, public economics/finance, international economics, and labor economics. Preference will be given to these fields but outstanding candidates in all fields will be considered.
- Teach, maintain continuing study, engage in research or scholarly activity, contribute to student growth and development and be involved in university and community service.
- Develop new courses in areas of expertise.

The Department has twelve full-time faculty, has more than 100 majors and offers the BA and BS in Economics. The Department is housed in the College of Social and Behavioral Sciences. Economics courses also support programs in social sciences and business, including the MBA. We invite you to visit the university and department web sites at: <http://www.mnsu.edu> and <http://www.mnsu.edu/economics/>. 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:**

- Ph.D. in Economics.
- Ability to teach in macroeconomics, monetary/financial economics, and one or more of the following: intro to U.S. economy, economic thought, industrial organization, public economics/finance, international economics, and labor economics.
- Potential for excellence in teaching, scholarly research, contributions to student growth, service to university and community, and continuing professional preparation appropriate to rank.
- Ability to work with diverse student populations and to incorporate issues of gender and /or ethnic diversity in course work.

**Preferred Qualifications:**

- Some teaching experience.
- Ability to use instructional technology in support of teaching.

**Application Procedure:**

Submit cover letter addressing qualifications listed above, completed Application for Unclassified Employment form (available at: <http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), statement of interest, curriculum vitae, unofficial transcripts, three letters of reference, and, if available, teaching evaluations and/or examples of research. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position. **E-MAIL SUBMISSIONS WILL NOT BE ACCEPTED.**



**Position:** Economics / Microeconomics, assistant professor (Unclassified IFO)

**Appointment:**  
Full-time Tenure Track

**Start Date:**  
August 21, 2006

**Deadline:**  
Priority consideration will be given to applications received by January 11, 2006. To be considered for preliminary interviews at the national meetings, please apply by December 2, 2005. Applicants not possessing a Ph.D. degree at time of application need not apply.

**Send materials to:**  
Search Committee for  
Position 2  
Department of Economics  
Minnesota State University,  
Mankato  
150 Morris Hall  
Mankato, MN 56001

**Contact:**  
Phone: (507) 389-2969  
TTY: (800) 627-3529 or  
711

**Responsibilities:**

- A mix of qualifications in the areas of microeconomics, intro to U.S. economy, economic thought, industrial organization, public economics/finance, international economics, and labor economics. Preference will be given to these fields but outstanding candidates in all fields will be considered.
- Teach, maintain continuing study, engage in research or scholarly activity, contribute to student growth and development and be involved in university and community service.
- Develop new courses in areas of expertise.

The Department has twelve full-time faculty, has more than 100 majors and offers the BA and BS in Economics. The Department is housed in the College of Social and Behavioral Sciences. Economics courses also support programs in social sciences and business, including the MBA. We invite you to visit the university and department web sites at: <http://www.mnsu.edu> and <http://www.mnsu.edu/economics/>. 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:**

- Ph.D. in Economics.
- Ability to teach in microeconomics, and one or more of the following: intro to U.S. economy, economic thought, industrial organization, public economics/finance, international economics, and labor economics.
- Potential for excellence in teaching, scholarly research, contributions to student growth, service to university and community, and continuing professional preparation appropriate to rank.
- Ability to work with diverse student populations and to incorporate issues of gender and /or ethnic diversity in course work.

**Preferred Qualifications:**

- Some teaching experience.
- Ability to use instructional technology in support of teaching.

**Application Procedure:**

Submit cover letter addressing qualifications listed above, completed Application for Unclassified Employment form (available at: <http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), statement of interest, curriculum vitae, unofficial transcripts, three letters of reference, and, if available, teaching evaluations and/or examples of research. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position. **E-MAIL SUBMISSIONS WILL NOT BE ACCEPTED.**



**Position:** Economics / Quantitative Methods, Statistics, assistant professor (Unclassified IFO)

**Appointment:**

Full-time Tenure Track

**Start Date:**

August 21, 2006

**Deadline:**

Priority consideration will be given to applications received by January 11, 2006. To be considered for preliminary interviews at the national meetings, please apply by December 2, 2005. Applicants not possessing a Ph.D. degree at time of application need not apply.

**Send materials to:**

Search Committee for  
Position 3  
Department of Economics  
Minnesota State University,  
Mankato  
150 Morris Hall  
Mankato, MN 56001

**Contact:**

Phone: (507) 389-2969  
TTY: (800) 627-3529 or  
711

**Responsibilities:**

- A mix of qualifications in the areas of quantitative methods, statistics, industrial organization, public economics/finance, international economics, and labor economics. Preference will be given to these fields but outstanding candidates in all fields will be considered.
- Teach, maintain continuing study, engage in research or scholarly activity, contribute to student growth and development and be involved in university and community service.
- Develop new courses in areas of expertise.

The Department has twelve full-time faculty, has more than 100 majors and offers the BA and BS in Economics. The Department is housed in the College of Social and Behavioral Sciences. Economics courses also support programs in social sciences and business, including the MBA. We invite you to visit the university and department web sites at: <http://www.mnsu.edu> and <http://www.mnsu.edu/economics/>. 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:**

- Ph.D. in Economics.
- Ability to teach in quantitative methods, statistics, and one or more of the following: industrial organization, public economics/finance, international economics, and labor economics.
- Potential for excellence in teaching, scholarly research, contributions to student growth, service to university and community, and continuing professional preparation appropriate to rank.
- Ability to work with diverse student populations and to incorporate issues of gender and/or ethnic diversity in course work.

**Preferred Qualifications:**

- Some teaching experience.
- Ability to use instructional technology in support of teaching.

**Application Procedure:**

Submit cover letter addressing qualifications listed above, completed Application for Unclassified Employment form (available at: <http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), statement of interest, curriculum vitae, unofficial transcripts, three letters of reference, and, if available, teaching evaluations and/or examples of research. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position. **E-MAIL SUBMISSIONS WILL NOT BE ACCEPTED.**



**NORTHLAND COMMUNITY & TECHNICAL COLLEGE**  
**1101 Highway One East**  
**Thief River Falls, MN 56701**

**Position:** Practical Nursing Instructor (Unclassified MSCF-TC Faculty)

**Appointment:**  
Full-time Unlimited

**Start Date:**  
Spring Semester of current  
academic year

**Location:**  
East Grand Forks

**Deadline:**  
October 24, 2005

**Send materials to:**  
Kristi Lane  
Northland Community &  
Technical College  
1101 Hwy 1 East  
Thief River Falls, MN 56701

**Contact:**  
Kristi Lane  
HR Assistant  
218-681-0739  
[kristi.lane@northlandcollege.edu](mailto:kristi.lane@northlandcollege.edu)

**Responsibilities:**

- Teach in Practical Nursing discipline.

**Minimum Qualifications:**

- Must possess or qualify to possess the MnSCU Vocational Technical License in Practical Nursing (#070302). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: [www.licensure.mnscu.edu](http://www.licensure.mnscu.edu).
- A Bachelor of Science in Nursing and a current Registered Nursing license.
- Recent relevant experience in an acute care and/or long term care setting.
- Skills to work collaboratively with others and to relate to a highly diverse student population are essential.
- A commitment to excellence in teaching and clinical practice as well as high standards of professional and personal integrity.

**Preferred Qualifications:**

- Master's degree.
- Distance education experience.

**Application Procedure:**

Submit letter of application, resume, copy of college transcripts and names/contact information.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 14

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

**RAINY RIVER COMMUNITY COLLEGE**

**1501 Highway 71**

**International Falls, MN 56649**

**Position: Parks and Recreation Technology Instructor (Unclassified MSCF-CC Faculty)**

**Appointment:**

Full-time Temporary

**Start Date:**

January 9, 2006

**End Date:**

May 2008 (tentative)

**Deadline:**

Friday, November 4, 2005

**Send materials to:**

Jodi Knaus  
Parks & Recreation  
Technology Instructor  
Search  
1001 West Chestnut Street  
Virginia, MN 55792

**Contact:**

Jodi at (218) 748-2413

**Responsibilities:**

- Teach skill courses in sea kayaking, canoeing, backpacking, winter camping, cross country skiing, snowshoeing.
- Teach college-level foundation courses in outdoor leadership.
- Advise Outdoor Leadership Program students.
- Recruit students and participate in marketing of Outdoor Leadership Program.
- Develop and teach continuing education courses in outdoor leadership.
- Supervise Outdoor Leadership Club.

**Minimum Qualifications:**

- Bachelor's degree in parks and recreation resource management or the equivalent and
- One year of professional work experience related to parks and recreation and
- Meets minimum qualifications for accreditation/certification if required.

**Preferred Qualifications:**

- Master's degree in Parks and Recreation or related field (Adventure Education, Outdoor Education, Experiential Education, etc.).
- Extensive outdoor/wilderness experience in the following areas: canoeing, sea kayaking, backpacking, extended camping, trip planning, outdoor leadership, winter camping, cross country skiing, snowshoeing.
- Experience teaching college-level foundation courses in outdoor leadership.
- Certifications: American Canoe Association, Kayak/Canoe Instructor Trainer or equivalent; CPR; Leave No Trace; Project Adventure.
- Wilderness First Responder or higher with the "expectation of acquiring certification within the first year of employment".

**Application Procedure:**

Submit a letter of introduction addressing qualifications, a current resume, a list of three professional references with current contact information, copies of transcripts and certifications.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 15

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<http://www.hr.mnscu.edu/jobs/empoppo archive/eo archive.html>

**ROCHESTER COMMUNITY & TECHNICAL COLLEGE**

**851 30th Avenue SE  
Rochester, MN 55904-4945**

**Position: Librarian (Unclassified MSCF-CC Faculty)**

**Appointment:**

Part-time Temporary

**Start Date:**

January 2006

**End Date:**

May 11, 2006

**Deadline:**

Review Date October 21,  
2005

**Send materials to:**

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

**Contact:**

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

**Responsibilities:**

- Assignments include bibliographic instruction, web and technology projects, reference desk, collection development, cataloging, and other general academic library responsibilities.

**Minimum Qualifications:**

- Master's degree with a major in Library Science or equivalent degree.
- Skills in web searching, links, and Internet Resource pages.
- Interest and skills to teach BI sessions.
- Ability to handle collection development for 4 - 6 departments, and strong reference desk skills.
- Excellent people skills.

**Preferred Qualifications:**

- ALA accredited degree.
- Experience working as a librarian in an academic library.
- Experience teaching bibliographic instruction.
- Background in diversity issues as related to teaching/working in the prescribed area(s).
- Strong computer technology skills appropriate for library use and operation.
- Collection development skills and experience.
- Ability to provide faculty leadership in athletics and/or student life activities.

**Application Procedure:**

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



**Minnesota  
STATE COLLEGES  
& UNIVERSITIES**

*Employment Opportunities* – October 10, 2005 - Page 16

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

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

**Position:**

**Assistant Athletic Director of Marketing and Promotions (Unclassified MSUAASF)**

**Appointment:**

Full-time Unlimited  
Year-round

**Start Date:**

November 14, 2005

**Deadline:**

October 28, 2005

**Send materials to:**

Search Committee Chairperson  
Halenbeck Hall 329  
St Cloud State University  
720 Fourth Avenue South  
St Cloud MN 56301-4498

**Contact:**

Renee Dingmann,  
[rcdingmann@stcloudstate.edu](mailto:rcdingmann@stcloudstate.edu)

**Responsibilities:**

- Plan and execute advertising, direct mail, promotional and ticket campaigns to increase awareness, attendance, and revenues.
- Develop and maintain corporate partnerships.
- Develop and coordinate the game day experience.
- Supervise student working staff for athletic events.

**Minimum Qualifications:**

- Bachelor's degree.
- At least 3 years experience in sports marketing.
- Strong interpersonal skills.
- Demonstrated ability and experience in working with people from a culturally diverse background.

**Application Procedure:**

Submit a letter of application, resume, transcripts, (copies will be acceptable for initial screening), and three letters of recommendation. Applications must be postmarked by October 28, 2005.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 17

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[http://www.hr.mnscu.edu/jobs/empopps\\_archive/eo\\_archive.html](http://www.hr.mnscu.edu/jobs/empopps_archive/eo_archive.html)

## ST CLOUD TECHNICAL COLLEGE

1540 Northway Drive  
St. Cloud, MN 56303

### Position:

**MnSCU Program Director 1 Student Placement - (Unclassified MAPE)**  
Placement Coordinator/Recruiter

### Appointment:

Full-time Unlimited  
Year-round

### Start Date:

November 1, 2005

### Deadline:

October 21, 2005 at  
4:00 p.m.

### Send materials to:

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

### Contact:

Greta Abel or Annie Salner  
(320) 308-5480 or  
(320) 308-5993  
[gabel@sctc.edu](mailto:gabel@sctc.edu) or  
[asalner@sctc.edu](mailto:asalner@sctc.edu)

### Responsibilities:

- Serve as the college's Placement Coordinator.
- Direct all placement related activities to assist in the placement of graduates in related job fields.
- Guide comprehensive placement services, including graduate follow-up, and meet all state and federal reporting requirements.
- Provide on-campus recruitment for college programs and services and assist with off-campus recruitment during peak periods.
- Provide public speaking services to the business and education community for technical education.
- Implement on-campus special events and other related recruiting and marketing activities and serve as College Ambassador Director.
- Coordinate all on-campus recruitment activities and special events for the college.

### Minimum Qualifications:

- Professional experience in career planning/placement.
- Previous experience or education demonstrating knowledge of employment/placement programs, sources, and service standards.
- Previous experience coordinating special events and/or recruiting activities.
- Ability to represent the college and provide public speaking services to the business and education community for technical education.

### Preferred Qualifications:

- Two year Associate's degree.

### 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.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 18

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**SAINT PAUL COLLEGE – A COMMUNITY AND TECHNICAL COLLEGE**  
235 Marshall Avenue  
Saint Paul, MN 55102

**Position:**

**American Sign Language Instructor (Unclassified MSCF-CC Faculty)**

**Appointment:**

Full-time Unlimited

**Start Date:**

January 9, 2006

**Deadline:**

October 24, 2005

**Send materials to:**

Saint Paul College – A  
Community & Technical College  
Rachelle Schmidt, Human  
Resources Director  
235 Marshall Avenue, St. Paul,  
MN 55102  
Fax: (651) 846-1462  
Email:

[employment@saintpaul.edu](mailto:employment@saintpaul.edu)

**Contact:**

Mary Weisensel  
Dean of Business, Computer  
Careers and Deaf Education  
(651) 846-1490  
[mary.weisensel@saintpaul.edu](mailto:mary.weisensel@saintpaul.edu)

**Responsibilities:**

- Teach courses in American Sign Language education, including but not limited to American Sign Language (ASL) 1-4, ASL Linguistics, Classifiers, and Deaf Studies/Culture.
- Participate and lead in activities, policies & procedures related to community and technical college teaching and learning.
- Instructional planning & curriculum development, and instructional facilitation.
- Student evaluation and student records.
- Student recruitment, retention and advising, and student placement.
- Maintain professional skills and credentials.
- Participate on college committees.
- Possess strong interpersonal skills, and effective team participation that contributes in meaningful ways to the department/program, the college, and related professional organizations.

**Minimum Qualifications:**

- Bachelor's degree.
- Hold ASLTA Certification (or attain the certification within 1 year).
- Demonstrated ability to teach American Sign Language courses from basic to advanced level.
- Knowledge of adult learning principles and learning styles.
- Ability to use relevant and modern technology in American Sign Language instruction.
- Ability to work using a team approach.
- Excellent communication skills.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and disability backgrounds of community and technical college students.

**Preferred Qualifications:**

- Master's degree.
- Experience in teaching ASL classes with Signing Naturally curriculum.
- Recent teaching experience (within the last 5 years) in a two or four-year institution.

**Application Procedure:**

Submit a letter of interest, resume, transcripts and three professional references.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 19

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

**Position:**

**MnSCU Program Director I - Student Services (Unclassified MAPE)**  
Assistant Financial Aid Director, Student Affairs Generalist

**Appointment:**

Full-time Unlimited  
7:30 a.m. - 4:00 p.m. or 8:30  
a.m. - 5:00 p.m. (Monday -  
Friday)  
Rotating and other times as  
assigned some travel

**Start Date:**

As soon as possible

**Location:**

Mankato Campus

**Deadline:**

October 28, 2005

**Send materials to:**

Human Resources  
South Central College  
1920 Lee Boulevard  
North Mankato, MN 56003

**Contact:**

Laural Kubat, HR Director  
1920 Lee Boulevard  
North Mankato, MN 56003  
Phone: 507-389-7219  
Fax: 507-388-9951  
Email:  
[laural.kubat@southcentral.edu](mailto:laural.kubat@southcentral.edu)

**Responsibilities:**

- Analyze complicated and specialized financial aid, registration, and admissions information and provide services for external customers to facilitate the execution of student administrative services.
- Assist in the recruitment and retention of students.
- Responsible for financial aid professional judgments, return to title IV, satisfactory academic progress, consortiums and MnSCU ISRS.
- Provide expertise and leadership to other departmental staff and students related to financial aid and will have decision-making ability in the absence of the Director.
- Serve as a key service point for internal and external customers, with necessary information and assistance to guide students through the enrollment process including admissions, financial aid, and registration.

**Minimum Qualifications:**

- Associate degree.
- Experience related to the Student Affairs function at a post-secondary institution, with specific financial aid experience.
- General knowledge of higher education policies and procedures related to the admission, financial aid and registration functions.
- Experience in working with databases and the Microsoft Office suite of products. Special consideration will be given to applicants with experience working with MnSCU's Integrated Statewide Record System (ISRS).
- Excellent oral and written communication skills.

**Preferred Qualifications:**

- Bachelors degree.

**Application Procedure:**

Submit letter of application, current resume, and transcript. Applicants selected for interview should be prepared to submit a written statement outlining his/her philosophy of what makes a successful Student Affairs Center and to make a public presentation as part of the interview process. Those selected for interviews will also be asked to provide three letters of recommendation prior to the interview.



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

*Employment Opportunities* – October 10, 2005 - Page 20

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