

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 17, 2005

CENTRAL LAKES COLLEGE
501 West College Drive
Brainerd, MN 56401

Position:

Practical Nursing Instructor (Unclassified MSCF-TC Faculty)

Appointment:

Full-time Unlimited

Start Date:

January 5, 2006

Location:

Brainerd Campus

Deadline:

Open until filled; however, the search committee will begin reviewing applicant materials on November 7, 2005.

Send materials to:

Nancy Paulson
Director of Human Resources
Central Lakes College
501 W College Drive
Brainerd, MN 56401

Contact:

Nancy Paulson
Director of Human Resources,
Central Lakes College
501 W College Drive,
Brainerd, MN 56401
Phone: 218-855-8054
FAX: 218-855-8057
npaulson@clcmn.edu

Responsibilities:

- Teach a range of subjects across the nursing curriculum.
- Assign, supervise, and evaluate students in a variety of clinical settings (may be at nontraditional times and days).
- Work as a team member in maintaining a learning environment that effectively and efficiently meets the educational requirements of the postsecondary student.

Minimum Qualifications:

- Must possess or qualify for a MnSCU Vocational Technical License in Practical Nurse, (#070302). For additional information regarding licensure requirements, please refer to the MnSCU Licensure Website at: <http://www.licensure.mnscu.edu>.
- Bachelor's degree in Nursing.
- Current Minnesota Registered Nurse license.
- Previous work experience and education sufficient to meet licensure in Practical Nursing.

Preferred Qualifications:

- Evidence of leadership and supervision skills.
- Evidence of enthusiasm and support for organizational goals, objectives, and directives.
- Evidence of professional interpersonal and communication skills.

Application Procedure:

Submit a letter of interest, copies of transcripts and current resume.



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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 Trio Student Support Services (Unclassified MSUAASF)

Appointment:

Full-time Unlimited

Start Date:

As soon as possible

Deadline:

For full consideration, application materials must be received by November 7.

Send materials to:

Nominations and applications should be sent to TRIO Search Committee Metropolitan State University, 700 E. Seventh Street, St. Paul, MN 55106-5000.

Contact:

Philip Fuehrer
651 793-1551
TTY user 651 882-7687
Philip.Fuehrer@metrostate.edu

Responsibilities:

- Provide leadership, supervision and coordination of the TRIO program to ensure student success, under the direction of the Vice President of Student Affairs.
- Write Student Support Services grant proposals to ensure continuation of program.
- Develop, implement and oversee the provision of academic advising, academic support, and information and advocacy services.
- Develop alternative academic programming initiatives that enhance and supplement university programming.
- Develop services and appropriate social and cultural programs.
- Collaborate with other departments, programs and services throughout the university as well as with Minnesota TRIO directors to represent the needs of the program and support the retention of the target population.
- Coordinate certification of student eligibility and compliance with reporting requirements.
- Prepare annual reports of summary data for US Department of Education Student Support Services grant.
- Supervise and lead the professional development of project staff.
- Manage budget for TRIO SSS grant in accordance with university procedures, and with state and federal regulations.

Minimum Qualifications:

- Master's degree.
- Three years experience in an educational setting.
- Experience in programs serving disadvantaged populations overcoming educational barriers similar to those confronting the Student Support Services program participants.
- Knowledge and experience with education retention strategies.
- Excellent communication (written, oral, interpersonal and intercultural) skills.
- Computer literacy skills, which may include word processing, spreadsheets and databases.
- Grant writing and budgetary experience.

Preferred Qualifications:

- Experience with supervision of Student Support Services program components (TRIO, Perkins, etc.).
- Experience with compliance with federal regulations.
- Experience with data collection and analysis.
- Experience with U.S. Department of Education reporting forms.

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

Position:

Director of Admissions and Student Services (Unclassified MSUAASF)

Appointment:

Full-time Unlimited

Start Date:

January 2006

Deadline:

For full consideration, application materials must be received by November 7.

Send materials to:

Director of Admissions and Student Services Search Committee
c/o Lupe Sanchez Metropolitan State University 700 E. Seventh Street
St. Paul, MN 55106-5000.

Contact:

Lupe Sanchez
Lupe.Sanchez@metrostate.edu
(651) 793-1270
TTY users (651) 772-7687

Responsibilities:

- Provide a range of admissions and student services to support student academic success and meet the diverse educational and personal development needs of students and the university community.
- Skilled manager of staff, understand and be capable of utilizing technology in enrollment services, and bring a positive attitude to the admissions and student services team.
- Strong organizational, interpersonal and oral communication skills.
- A capacity to work collegially with students, staff and faculty.
- Provide leadership, supervision and coordination of admissions and student services under the direction of the Associate Vice President for Student Affairs.
- Develop and implement an aggressive and comprehensive recruitment and admissions plan, with marketing strategies and counseling systems to accomplish the enrollment goals of the university.
- Update and implement student academic retention plan, including advising students with 0-16 credits, and oversee the orientation program for newly admitted students.
- Collaborate with the directors of Diagnostic Assessment and Academic Research in the collection of data and analysis and forecasting of enrollment trends.
- Design and implement a data-driven evaluation system of admissions and retention services activities.
- Supervise budget development and administration in Admissions and Student Services.

Minimum Qualifications:

- Master's degree or equivalent (equivalent means bachelor's degree plus seven years of experience in admissions or enrollment services.).
- Five years of progressively responsible experience in admissions or enrollment services, including management and supervisory roles.
- Progressively broad-based supervisory experience in higher education institution setting.
- Ability to envision and implement a comprehensive admissions and retention program.
- Ability to organize tasks and set priorities.
- Demonstrated experience, understanding and commitment to enhancing cultural and ethnic diversity.
- Demonstrated experience and knowledge of enrollment services technology.
- Demonstrated skills as a communicator including effective interpersonal, intercultural and written communication.
- Ability to make independent professional judgments with integrity.

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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MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

**1501 Hennepin Avenue
Minneapolis, MN 55403**

Position:

MnSCU Program Supervisor 1 (Unclassified MMA)

Director of Multicultural Student Success

Appointment:
Full-time Unlimited

Start Date:
November 1, 2005

Location:
Minneapolis

Deadline:
October 28, 2005

Send materials to:
Department of Human Resources Search
Office of Human Resources
Minneapolis Community and Technical College
1501 Hennepin Avenue
Minneapolis, MN 55403

Contact:
Elaine Kirchner
(612) 659-6844

Responsibilities:

- o Direct a program to enhance the recruitment and success of students of color.
- o Develop activities to enhance their college experience.
- o Direct off-campus partnership programs in communities of color.
- o Supervise multicultural advisors.

Minimum Qualifications

- o Bachelor's degree (equivalent education/experience in higher education and community organizations will be considered)
- o An understating of and commitment to the learning needs of the American Indian and Chicano-Latino communities and other multicultural underserved populations.
- o Knowledge of multicultural and political dynamics in the United States and Minnesota; as well the operations and dynamics of complex organizations like the college.
- o Ability to recruit and motivate others.
- o Ability to effectively prioritize and organize tasks and follow through on activities.
- o A basic understating of computer hardware and software.

Preferred Qualifications:

- o Master's degree.

Application Procedure:

Submit letter of interest; resume; name, address and phone number of three professional references; and transcripts of all college coursework (copies of transcripts are acceptable for the screening process; however, the successful candidate must provide official transcripts at time of hire).



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MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

1501 Hennepin Avenue
Minneapolis, MN 55403

Position:

MnSCU Program Director 2 (Unclassified MAPE)

Marketing and Communications Manager

Appointment:

Full-time Unlimited

Start Date:

November 1, 2005

Location:

Minneapolis

Deadline:

October 28, 2005

Send materials to:

Department of Human
Resources Search
Office of Human Resources
Minneapolis Community
and Technical College
1501 Hennepin Avenue
Minneapolis, MN 55403

Contact:

Elaine Kirchner
(612) 659-6844

Responsibilities:

- Direct the public information/communication program for Minneapolis Community and Technical College, to include writing and editing all major college publications, coordinating media relations, developing key community relationships and planning and implementing special events.

Minimum Qualifications:

- Bachelor's degree required in communication or marketing-related field.
- Four (4) years of related experience.
- Writing and editing skills for a wide variety of publication and communication vehicles, special event management, media relations, community relations.
- Strong public speaking skills.
- Excellent consensus building skills.
- Creative problem-solving ability.
- Ability to effectively present information in both written and verbal formats.
- Broad knowledge of higher education, political, and government processes.

Application Procedure:

Submit letter of interest; resume; name, address and phone number of three professional references; and transcripts of all college coursework (copies of transcripts are acceptable for the screening process; however, the successful candidate must provide official transcripts at time of hire).



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

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

Position: Assistant Registrar (Unclassified MSUAASF)

Appointment:
Full-time Probationary

Start Date:
November 2005
(negotiable)

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

Send materials to:
Assistant Registrar Search Committee
Minnesota State University,
Mankato
132 Wigley Administration Building
Mankato, MN 56001

Contact:
Phone: (507) 389-6266
TTY: (800) 627-3529 or 711
FAX: (507) 389-5719

Responsibilities:

- Certify 680 athletes in 23 Division I and II sports and work closely with the athletic departments.
- Supervise the registration secretary and five part-time staff.
- Coordinate, advertise, and maintain good customer service for registration activities.
- Work with the academic departments to resolve registration issues.

Additional information on Minnesota State University, Mankato can be found at: <http://www.mnsu.edu/>. Employment for this position is covered by the collective bargaining agreement for Minnesota State University Association of Administrative and Service Faculty (MSUAASF) which can be found at: <http://www.hr.mnscu.edu/LR/Contracts/MSUAASF/03-05/msuaasfFinal.pdf>.

Minimum Qualifications:

- Master's degree.
- Two years experience working with NCAA certifications of Division I and Division II sports.
- Knowledgeable of regulations and eligibility rules of both divisions.
- Two years experience working in a Registrar's Office.
- Experience in managing Registrar's Office procedures.
- Experience in communicating and working with academic departments.
- Experience in working with registration activities.
- Experience in customer service.
- Demonstrated ability to work successfully with a diverse population of students.

Application Procedure:

Submit a cover letter addressing qualifications listed above, MSU Application for Unclassified Employment form (see: <http://www.mnsu.edu/affact/search/forms/unclassapp.pdf>), vitae, unofficial transcripts, and contact information for three professional references to address below. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.



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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 Counselor Education (Unclassified IFO)

Appointment:

Full-time Unlimited
Academic Year

Start Date:

August, 2006

Deadline:

December 1, 2005

Send materials to:

Counselor 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)
rdelong@winona.edu
(E-mail)
www.winona.edu/humanresources
(Website)

Responsibilities:

- Teach graduate level courses on Rochester and Winona campuses.
- Participate in research or other scholarly activities, continued preparation and study.
- Provide support to student growth and development.
- Provide service to the university and community.
- Other duties as assigned.

Minimum Qualifications:

- Doctorate in counselor education or closely related discipline by date of hire.
- Graduate level teaching experience in counselor education or closely related field. Preference will be given to candidates with experience in chemical dependency prevention/treatment counseling, community and/or school counseling.
- Knowledge of program development and grant writing.
- Demonstrated leadership.
- Provide student recruitment, advising, practicum/internship supervision.
- Knowledge of and/or experience with CACREP accreditation, and teaching adult/returning students.

Application Procedure:

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



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

Position:

Career Development/Outreach Coordinator (Unclassified MSUAASF)

Appointment:

Full-time Unlimited
Year-round

Start Date:

As Soon As Possible

Deadline:

November 5, 2005

Send materials to:

Career
Development/Outreach
Counselor Search
Human Resources
Winona State University
P.O. Box 5838
Winona, MN 55987

Contact:

Robin Delong
507-457-5008 (Office)
507-457-5054 (Fax)
rdelong@winona.edu
(E-mail)
www.winona.edu/humanresources
(Website)

Responsibilities:

- Provide career counseling for students, alumni and others.
- Interpret career assessment tools.
- Provide leadership in outreach internally and externally.
- Develop and coordinate programs.
- Deliver student services at the University Center and Rochester University Center.
- Provide job development, internship site development in collaboration with the faculty, and site visitations with Rochester area employers.
- Create and nurture relationships with external partners, expanding opportunities for students. Promote and build online mentoring program with Alumni for Rochester students.
- Develop an overall strategic business and marketing plan for services in the Rochester area with an external focus and development of community partnerships in concert with the goals of Career Services, the university, and Learning for the 21st Century.
- Promote positive internal relations with faculty, staff and administration and with the UCR partners.
- Market Career Services to students, staff and faculty.
- Create and deliver workshops and class presentations.
- Develop and market special events that bring employers and candidates together or promote career development for students.
- Expand and extend student centered programs to the Rochester campus while collaborating with the existing programs in Winona.
- Coordinate input into databases, maintain logistical data on employers in online system.
- Generate reports, organize and manage effective communication with both reporting departments/divisions.

Note: This position is housed at the Rochester Center.

Minimum Qualifications:

- Master's degree in Counseling, Student Personnel, Education, or related areas.
- Two years experience working in higher education career center, PK- 16 education, non-profit, and/or human resource setting.
- Overall knowledge of career development, entrepreneurial spirit.
- Ability to multi task and set priorities.
- Strong development and networking abilities.
- Highly organized with a great deal of energy to operate with limited supervision.
- Demonstrated excellence and creativity in oral and written communication skills.
- Computer skills including database management, excel, internet, and Word.
- Experience with administering and interpreting standardized career assessment instruments.
- Ability to work effectively with diverse groups of internal and external publics to further the holistic career development plan in concert with the university objectives and the Learning for the 21st Century in the Rochester service region and beyond.
- May need to lift heavy materials when traveling and/or making presentations on and off campus
- Some overnight travel.
- Committed to serving a student population with diverse cultural backgrounds, academic interests and goals.

Application Procedure:

Submit resume, undergraduate and graduate transcripts and at least three letters of reference.



Position: Associate Director of Career Services (Unclassified MSUAASF)

Appointment:

Full-time Unlimited
Year-round

Start Date:

As Soon As Possible

Deadline:

November 5, 2005

Send materials to:

Associate Director of
Career Services Search
Human Resources
Winona State University
P.O. Box 5838
Winona, MN 55987

Contact:

Robin Delong
507-457-5008 (Office)
507-457-5054 (Fax)
rdelong@winona.edu
(E-mail);
www.winona.edu/humanresources
(Website)

Responsibilities:

- Conduct outreach to build relationships which lead to increased job and internship opportunities for WSU candidates from all colleges.
- Design and manage job/internship development program for College of Liberal Arts in collaboration with faculty and/or dean(s).
- Serve as liaison to College of Liberal Arts, building internal relationships with faculty and staff.
- Develop Career Services programming and special events geared to College of Liberal Arts majors.
- Effectively manage special events to be financially self-supporting whenever possible.
- Facilitate relationships benefiting all colleges.
- Set priorities and act in ways that will provide the most positive impact toward meeting department and university goals.
- Provide one-on-one career counseling to students, alumni, and others.
- Knowledge of career development model and tools used in self-assessment.
- Knowledge of the University and its programs for effective service to candidates.
- Assist the Director in overall implementation of the Career Development plan.
- Work to move Learning for the 21st Century forward in a collaborative manner across campus.
- Conduct research as necessary to support Career Services and its initiatives.
- Collaborate with other university units, such as academic services, student affairs, outreach and continuing education, and/or the alumni offices.
- Promote student use of Career Services.
- Develop an overall strategic business plan for the College of Liberal Arts in concert with the goals of Career Services, the university, and Learning for the 21st Century.
- Develop and manage Alumni Mentoring Program for current students from all colleges.
- Develop and conduct presentations both on and off campus on a wide range of career related subjects.
- Work with a budget of approximately \$10,000.
- Supervise work study, interns, graduate assistants, etc.

Minimum Qualifications:

- Master's degree in counseling, student personnel, human resources or related field.
- Three (3) years of Career Development experience or related work experience in development, and/or business management.
- Overall knowledge of career development, entrepreneurial spirit.
- Ability to multi task in a team environment.
- Strong development and networking abilities.
- Highly organized with a great deal of energy to operate in a fast-paced environment.
- Demonstrated excellence and creativity in oral and written communication skill.
- Computer skills including database management, excel, internet, and Word.
- Experience with administering and interpreting standardized career assessment instruments.
- Ability to work effectively with diverse groups of internal and external publics to further the holistic career development plan in concert with the university objectives and Learning for the 21st Century.
- May need to lift heavy materials when traveling and/or making presentations on and off campus.
- Committed to serving a student population with diverse cultural backgrounds, academic interests and goals.

Application Procedure:

Submit resume, undergraduate and graduate transcripts and 3 letters of reference.



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

Position: Assistant/Associate Professor of Statistics (Unclassified IFO)

Appointment:
Full-time Unlimited
Academic Year

Start Date:
August, 2006 or Possibly
January 2006

Deadline:
November 5, 2005

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

Contact:
Robin Delong
507-457-5008 (Office)
507-457-5054 (Fax)
rdelong@winona.edu
(E-mail);
www.winona.edu/humanresources
(Website)

Responsibilities:

- Teach undergraduate statistics courses. Possibility exists to teach master's level service courses. A reduction in teaching load is possible through significant collaborations with regional industry and/or medical facilities.
- Research is encouraged as part of a faculty member's overall scholarly and creative activity. Active participation in departmental and university efforts including committee work and student advising.

Minimum Qualifications:

- Ph.D. in Statistics or Biostatistics with an anticipated completion date by August 2006. Preference will be given to candidates with demonstrated expertise in biostatistics, statistics education, statistical consulting, or sampling/survey research.
- Written evidence of excellence in teaching and strong communication skills.
- Knowledge of applied and theoretical statistics, strong computing skills.
- Interest and ability to consult with university and non-university personnel.
- Ability to work cooperatively with colleagues.

Application Procedure:

Submit a letter of interest, resume, graduate and undergraduate transcripts, evidence of aforementioned qualifications, and at least three letters of reference.



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