

JOB POSTING

TO: Current General Repair Worker Employees

FROM: Dacia Johnson, Chief Human Resources Officer

DATE: April 12, 2013

SUBJECT: Job Posting – AFSCME Position [Full-time Unlimited]
General Repair Worker
Fergus Falls Campus

Perham

Service Center:
150 2nd st. south west
suite h • po box 309
perham, mn 56573
218.347.6982
877.598.8523
Fax: 218.347.6210

Detroit Lakes

900 highway 34 east
detroit lakes, mn 56501-2698
218.846.3700
800.492.4836
218.846.3710 fax

Fergus Falls

1414 college way
fergus falls, mn 56537-1000
218.736.1500
877.450.3322
218.735.1510 fax

Moorhead

1900 28th avenue south
moorhead, mn 56560-4899
218.299.6500
800.426.5603
218.299.6810 fax

Wadena

405 colfax avenue sw
po box 566
wadena, mn 56482-0566
218.631.7800
800.247.2007
218.631.7901 fax

Online

A wide array of
degree programs,
certificate programs,
and courses offered at
www.minnesota.edu

Minnesota State Community and Technical College

A MEMBER OF MINNESOTA STATE
COLLEGES AND UNIVERSITIES
All Equal Opportunity
Education / Employment

Responsibilities:

- Execute the M State Service Commitment and Service Standards on a daily basis to ensure all stakeholders have a positive service experience.
- Evaluate and make minor repairs to equipment, furnishings, HVAC systems and vehicles. Perform preventive maintenance and log the results. Observe proper operation of facility boilers and associated equipment and record results.
- Ensure good public relations and maintain a safe and secure building.
- Maintain exterior of facility including lawns, walks, parking lots, windows, doors, shrubs, walls windows, exhaust fans, roofs and walls.
- Assist general maintenance workers with special event set-up and emergency clean-up situations.

Minimum Qualifications:

- Knowledge of general methods and practices of a variety of trade areas (e.g. mechanics, masonry, welding, electrical, plumbing and carpentry) sufficient to assist licensed trades workers and to repair machinery, tools and facilities in a timely and safe manner.
- Knowledge of occupational hazards and safety measures related to trades work sufficient to safely and efficiently perform the job duties.
- Ability to safely use hand and power hand tools.
- Ability to safely operate and maintain trucks, tractors, and other ground and road maintenance equipment.
- Ability to follow oral and written instructions.
- Ability to provide work instructions to unskilled helpers.
- State of Minnesota 1st Class boilers license.
- Valid driver's license.
- Incumbent must pass background checks.

Physical Qualifications:

- Ability to perform physically demanding tasks such as lifting, carrying and bending.
- Physical health and endurance sufficient to perform work functions, including the use of ladders and scaffolding.
- Able to lift and carry approximately 50 lbs.
- Frequent standing, walking, lifting, carry, pushing and pulling.

Preferred Qualifications:

- High school diploma and two years of post-secondary education.
- Two years of appropriate work experience.

Preferred Qualifications cont.

- Customer Service skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.
- Employment skills and knowledge such as time management, human relations, organizational, and basic problem solving.
- Experience in repairs of electrical, plumbing, carpentry, and heating/cooling systems.
- Knowledge of:
 - related equipment operation, maintenance tools, OSHA and general safety procedures/regulations.
 - chemicals, tools and machines related to maintenance.
 - general plant mechanical operations.
 - general grounds keeping and horticultural practices.
 - vehicle and equipment repair.

Date of Employment: To be determined.

Days and Hours: Monday-Friday
7:30 AM to 4:00 PM

Salary Range: \$18.66 – \$21.51 per hour

Bid Deadline: **April 19, 2013 – 4:30 PM**

How to apply: Submit a letter expressing interest to:
Dacia Johnson
Chief Human Resources Officer
Fax: (218) 736-1511
Dacia.Johnson@minnesota.edu

NOTICE: *In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.*

**HEATING, AIR CONDITIONING AND
REFRIGERATION INSTRUCTOR
Moorhead CAMPUS**

*****JOB VACANCY POSTING*****

Position:

Minnesota State Community and Technical College (M State), Moorhead campus, is seeking a full-time **Heating, Air Conditioning and Refrigeration (HVAC) Instructor**. Employment commences academic year 2013-2014 (fall semester begins in August 2013). The position will become unlimited upon completion of the required six (6) semesters of probationary status.

Responsibilities include, but are not limited to:

- Curriculum planning
- Course development and delivery
- Academic advising
- Assessment of student learning
- Internship supervision
- Building and maintaining professional industry and community relationships
- Professional development
- Program recruiting
- Use college online instruction management systems
- Teaching schedules may include mornings, afternoons, evenings, and weekends

Minimum Qualifications:

Education Requirement

- Diploma or the completion of an apprenticeship in heating, ventilation, air conditioning and refrigeration installation and repair.

Occupational Experience Requirement

- Four full-time years (or equivalent) of verified related paid work experience in residential or commercial heating, ventilation, air conditioning and refrigeration installation and repair.

Recency Requirement

- One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) postsecondary teaching experience in the credential field within the last five years.
- Eligibility for MnSCU credentialing is required. See website for criteria: <http://www.cfc.mnscu.edu/index.html>.

Preferred Qualifications:

- Industry-related certification such as Refrigerant Certification
- Experience in installation and service of equipment
- Previous teaching or training experience in work setting, classroom, or online
- Maintaining professional skills and credentials
- Involvement in community activities
- Interpersonal and teambuilding skills

Application Procedure:

Application deadline is Friday, June 21, 2013 by 4:30 p.m. To apply, please go to: www.minnesota.edu/jobs/ (click on "Academic and Administrator", scroll down to list of vacancies and click on job title). **The following materials will need to be uploaded and attached to online application:**

1. Letter of interest
2. Resume
3. Three letters of professional reference
4. Copies of educational transcripts
5. Any evidence of industry-related certification such as CPC, CPC-H, RMT, CMT, or CMA

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: www.minnesota.edu. M State is an Equal Opportunity Educator/Employer. A member of the Minnesota State Colleges and Universities System.

NOTICE: In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Vacancy Number: 266-14-03 / PCN: 00638190

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE
invites applications for the position of:



Electrical Line Worker Technology Instructor-- Full Time

An Equal Opportunity Employer

SALARY: \$33,500.00 - \$70,900.00 Annually

OPENING DATE: 01/28/13

CLOSING DATE: Continuous

DESCRIPTION:

Position: Full-time Electrical Line Worker Technology Instructor, Wadena campus of Minnesota State Community and Technology College, to begin academic year 2013-2014. The work location for this position will be Baudette, Minnesota, which is in Lake of the Woods County.

Description: The Electrical Line Worker program provides trained personnel for the power industry. Coursework provides both theory and practical hands-on experience in all phases of power line construction and maintenance. Coursework includes electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over voltage and over current protection, guying and pole grounding. The successful graduate is eligible for employment in rural electric and municipal utilities or with private contractors.

EXAMPLES OF DUTIES:

Responsibilities include, but are not limited to:

- Curriculum planning;
- Course development and delivery;
- Academic advising;
- Assessment of student learning;
- Building and maintaining professional industry and community relationships;
- Professional development;
- Program recruiting;
- Graduate job placement;
- Teaching schedules may include mornings, afternoons, evenings or weekends.

TYPICAL QUALIFICATIONS:

Minimum Qualifications:

Educational Substitutions:

- Bachelor or above degree in appropriate major and 4000 hours of occupational experience or
- Associate degree or two year diploma (90 quarter credits) in appropriate field and 6000 hours of occupational experience or
- One year diploma in appropriate field and 7000 hours of occupational experience or
- Courses for credit or clock hours (1 quarter credit/20 hours or 1 semester credit/30 hours) with an appropriate title or prefix and occupational hours totaling 8000.

Occupational Experience Requirement:

- 8000 hours of occupational experience as an employee of electric utility company, installing and maintenance of power lines;
- Journeyman Lineman status.

Recency Requirement:

- One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) postsecondary teaching experience in the credential field within the last five years.

MnSCU eligibility for credentialing is required. See website for criteria: <http://www.cfc.mnscu.edu/index.html>.

Preferred Qualifications:

- AAS Degree or higher;
- Previous teaching or training experience.

SUPPLEMENTAL INFORMATION:**Application Procedure:**

- **Application review will begin immediately upon receipt; open until filled.**
- The following materials will need to be uploaded and attached to the online application:

1. Letter of interest;
2. Curriculum vitae (or resume);
3. Three letters of professional reference; and
4. College transcripts (copies are acceptable for initial application screening).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.minnesota.edu/jobs/>

Job #268-13-08
ELECTRICAL LINE WORKER TECHNOLOGY INSTRUCTOR--
FULL TIME
DJ

OUR OFFICE IS LOCATED AT:
150 2nd St SW
PO Box 309
Perham, MN 56573
218-299-6870

An Equal Opportunity Employer



MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE
invites applications for the position of:

Director of Student Engagement

An Equal Opportunity Employer

SALARY: \$21.31 - \$30.89 Hourly
\$44,495.00 - \$64,498.00 Annually

OPENING DATE: 06/03/13

CLOSING DATE: 06/12/13 05:00 PM

DESCRIPTION:

This position establishes and administrates Student Life programs that meet the institution's co-curricular student learning needs and collaborates with campus-wide entities in the development of programs that meet the institution's student development efforts. It also serves to sustain the vibrancy of student life through student involvement; mentorship/training and establishment of connections with students that facilitate co-curricular programs that provide students learning opportunities and leadership skills. The position advises and oversees financial aspects of these areas.

The position oversees the M State Fitness Center operation through supervision and guiding of the professional staff responsible for program implementation.

The position collaborates and creates partnerships with off-campus entities to develop and organize community initiatives for students that enhance student engagement and learning.

EXAMPLES OF DUTIES:

- Execute the M State Service Commitment and Service Standards to ensure all stakeholders have a positive service experience.
- Coordinate Student Life and Activities Programming to establish and maintain an environment conducive to learning and global perspectives.
- Organize and serve as advisor to the Student Life Committee and implement recommendations for programming.
- Exercise supervisory authority so that applicable labor agreements and plans are equitably administered and employees under my jurisdiction will effectively perform assigned job duties to achieve the annual objectives of the section.
- Advise the Student Government Association.
- Serve on campus, college and community committees as needed.
- Other duties as requested or assigned.

TYPICAL QUALIFICATIONS:

REQUIRED QUALIFICATIONS:

- Master's Degree in Counseling, Higher Ed. Administration, Student Affairs, Education or related field.
- Customer services skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.
- Effective human relations skills.
- Experience in Student Services.
- Ability to network with referral resources for students who have language challenges.

- Ability to research and evaluate methodologies sufficient to determine program effectiveness.
- Marketing and public relations skills sufficient to motivate cooperation among the college, businesses, and the community.
- Able to plan, organize, and administer multiple activities and meet deadlines.
- Analyze situations and data and integrate results into meaningful program activities.
- Able to communicate orally and in writing to diverse audiences. Motivate others through written and oral presentations.
- Capable of working cooperatively with internal and external clients.
- An effective listener, understanding the wants and needs of the college and community.
- Able to develop and monitor a budget.
- Able to work a flexible schedule as the needs of the campus indicates.

PREFERRED QUALIFICATIONS:

- Professional experience in a higher education, human services or counseling setting.
- Knowledge of the college experience, program planning and management as it pertains to a comprehensive student life/activities department/office.
- Experience in creating leadership opportunities for students.
- Involvement/participating in National Association for Campus Activities (NACA) or like organization.

SUPPLEMENTAL INFORMATION:

Please attach the following materials to your online application:

- Letter of interest addressing required qualifications;
- Resume detailing education and experience;
- Copy of college transcripts; and
- Three current letters of professional reference.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.minnesota.edu/jobs/>

Job #266-13-30

DIRECTOR OF STUDENT ENGAGEMENT
SS

OUR OFFICE IS LOCATED AT:

150 2nd St SW
PO Box 309
Perham, MN 56573
218-299-6870

An Equal Opportunity Employer

Director of Student Engagement Supplemental Questionnaire

- * 1. Do you have a Master's Degree in Counseling, Higher Ed. Administration, Student Affairs, Education or related field?
☐ Yes ☐ No

- * 2. Do you have experience in Student Services?
☐ Yes ☐ No

- * 3. Do you have customer services skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner?
☐ Yes ☐ No

- * 4. Do you have marketing and public relations skills sufficient to motivate cooperation among the college, businesses, and the community?
☐ Yes ☐ No

- * 5. Are you able to network with referral resources for students who have language challenges?
☐ Yes ☐ No

- * 6. Are you able to analyze situations and data and integrate results into meaningful program activities?
☐ Yes ☐ No

- * 7. Are you able to plan, organize, and administer multiple activities and meet deadlines?
☐ Yes ☐ No

- * 8. Are you able to research and evaluate methodologies sufficient to determine program effectiveness?
☐ Yes ☐ No

- * 9. Are you able to develop and monitor a budget?
☐ Yes ☐ No

- * 10. Are you able to work a flexible schedule as the needs of the campus indicates?
☐ Yes ☐ No

- * Required Question