

Job Title: **Academic Specialist**
Full-Time Unlimited (modified)

State Job Classification: College Laboratory Assistant 2
Option: Study Skills

M State Location: Moorhead Campus

Responsibilities:

- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.
- Support students with acquiring skills toward independence in their learning.
- Support students in identifying and accessing reputable resources and materials.
- Provide support for campus and college operations.
- Support college-wide efforts to ensure high quality academic support.
- Perform other related duties as assigned by Director of Dual Enrollment and Academic Success.

Minimum Qualifications:

- Associate or higher degree in related area (communications, writing, reading, speech, and/or mathematics); AND
- One academic year of teaching/tutoring experience in Study Skills at the high school level or above; OR
- An equivalent combination of education and work experience.

Preferred Qualifications:

- Experience with a CRM (customer relationship management system)
- Experience working with college students
- A commitment to supporting students where they are and providing accurate information and appropriate alternatives in a timely, thorough, friendly/courteous, respectful, and professional manner.
- Able to operate personal computers, use various software and web-based applications, and other office equipment sufficient to locate catalog information, educational resources, word-process documents, complete forms, and prepare reports.
- Able to communicate effectively orally and in writing sufficient to determine and respond to the informational and backgrounds; to train, direct and evaluate work of student employees and to assist the professional library staff to maintain the library collection according to library policy and procedures.
- Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research.

Detroit Lakes
900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

- Ability to apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials.

Physical Requirements: ▪ Able to lift 15 pounds overhead and 6 feet in the air.

Work Days/Hours: Academic Year (mid-August – mid-May)
Monday – Friday | 8:00 AM -4:30 PM

Summer:

- 30 hours per week

Salary Range: \$19.08 - \$26.66 per hour

Benefits: A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:

- Holidays, vacation, and sick leave
- Retirement
- Medical, dental, and vision insurance
- Life insurance
- Accidental Death and Dismemberment
- Disability insurance
- Medical/Dental Expense Account
- Dependent Care Expense Account
- Health Reimbursement Account (eligibility based on bargaining unit contract)
- Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: JUNE 21, 2022

How to Apply: Go to <https://mn.gov/mmb/careers>

- Search for **Job Opening ID#56352**.
- Select "Apply for Job" at the top of the page.
- If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637).
- For additional information about the application process, go to <https://mn.gov/mmb/careers>.

For more information, contact: Sandi Smith.....218.846.3869
Sandi.Smith@minnesota.edu

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: <https://www.minnesota.edu>.

Detroit Lakes
900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

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.*

Detroit Lakes

900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls

1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead

1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena

405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax