

**Minnesota State  
RIDGEWATER COLLEGE**

**Dean of Instruction/Technical  
Vacancy Notice**

Posting Date: July 22, 2019  
Position: Dean of Instruction  
Classification: MnSCU Excluded Administrator – Range 6  
PCN#: 00760450  
Salary Range: \$76,962 - \$107,750  
Effective Date: August 2019

**RESPONSIBILITIES:**

To provide leadership, supervision and administration for instructional programs and related support staff on the Willmar and Hutchinson campuses of Ridgewater College.

A detailed position description can be obtained from the Human Resource Office.

**MINIMUM QUALIFICATIONS:**

- Education: Master's Degree in any of the academic areas within the division.
- Experience:
  - College level classroom teaching experience.
  - Demonstrate willingness to participate in activities supporting a culture of continuous improvement in all collegiate areas.
  - Excellent interpersonal communication, human relations, conflict resolution and problem-solving skills.
- Demonstrated knowledge of and interest in diverse cultures and populations.
- Ability to travel (20%).
- Must have a valid driver's license.

**PREFERRED QUALIFICATIONS:**

- Education: Graduate degree in an academic area within the division.
- Experience:
  - Supervisory experience in a union environment.
  - Previous experience as an administrator in a college or university, preferably within the Minnesota State system.
  - Understanding of and commitment to the mission of a comprehensive community college.
  - Collaborative leadership style.
  - Experience with a variety of pedagogical and technological educational delivery methods.

See second page for application instructions:

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### **Application Procedure:**

- Please apply online at [www.ridgewater.edu/jobs](http://www.ridgewater.edu/jobs)
- Click on Academic and Administrator Jobs
- Select vacancy you are applying for (bottom of page)

### **Applicants must include:**

- Online Employment Application
- Vitae/Resume
- Letter of Interest addressing the position qualifications
- Copy of College Transcripts (originals required upon hire)
- A list of three professional references with contact information

**ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL  
MIDNIGHT SUNDAY, AUGUST 11<sup>TH</sup>, 2019**

For further information please contact Jane Bohlsen [Jane.Bohlsen@ridgewater.edu](mailto:Jane.Bohlsen@ridgewater.edu) or 320-222-6075.

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.

It is the policy of Ridgewater College to ensure that the selection process is accessible to all candidates. Please contact the Human Resource Office at (320) 222-6074 to obtain materials in an alternative media and/or to request a reasonable accommodation during the selection process.

**Ridgewater College is an Equal Employment Opportunity Employer  
A MEMBER OF THE MINNESOTA STATE SYSTEM**

A Member of HERC Higher Education Recruitment Consortium [www.uppermidwestherc.org](http://www.uppermidwestherc.org)