

**Minnesota State  
Ridgewater College  
Unclassified MAPE Vacancy Notice  
POSTING DATE: October 11, 2021**

<b>Position:</b>	<b>MnSCU Academic Professional 1</b>
<b>Working Title:</b>	<b>Outreach &amp; Admissions Specialist</b>
<b>Location:</b>	<b>Ridgewater College – Willmar Campus</b>
<b>Bargaining Unit:</b>	<b>MAPE Bargaining Unit (214)</b>
<b>Employment Condition:</b>	<b>Full -Time, Unlimited</b>
<b>Work Schedule:</b>	<b>Monday – Friday – 8:00 am – 4:30 pm</b>
<b>Wage:</b>	<b>\$20.40 per hour</b>
<b>PCN:</b>	<b>00758950</b>

**RESPONSIBILITIES:**

The purpose of this position is to lead prospecting and recruitment efforts for the College through promoting the college's academic programs and student success services in a goal-oriented, metrics driven environment. Primary responsibilities include, but are not limited to, conducting recruitment activities which may include high school visits, hosting on- and off-campus information sessions, leading tours of the college, public speaking, attending college and education fairs, visiting workforce centers, representing the college at job fairs and other community relations events, conducting phone/email/text outreach, conducting position-related research and hosting special events that lead to meeting enrollment goals for the College. This position frequently requires night and weekend shifts and travel within the region and state approximately 30-40% of the time. This position will be focused on student success and will guide students successfully through the enrollment process from point of inquiry to admission and, in coordination with advisors and other student services staff, to first semester enrollment. This position will serve as a liaison and resource for numerous internal and external college stakeholders.

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

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in a related field
- One year of related work experience
- Demonstrated experience in customer service, sales, recruitment, advertising, public relations, marketing or communications
- Proven public speaking, written and interpersonal communication skills and ability to communicate clearly and professionally in numerous formats in order to share information about the college as well as gather required information from prospective students
- Demonstrated ability to establish and maintain professional relationships with internal and external stakeholders
- Knowledge of and interest in diverse cultures and populations
- Strong time management and organizational skills
- Ability to be professional, flexible, and tactful in dealing with time constraints and stressful situations.
- Ability to implement and communicate process changes
- Problem-solving skills and ability to use analytic reasoning to identify alternative solutions and approaches to problems
- Ability to maintain the confidentiality of private information according to law, rules, policies and procedures
- Proficiency with Microsoft Office suite software
- Knowledge of post-secondary education
- Ability to work a flexible schedule, including nights and weekends
- Possess and maintain a valid Driver's License.
- Some travel is necessary (approximately 40%).

# Minnesota State Ridgewater College

## **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in a related field
- Experience working with diverse populations
- Experience with a Minnesota State college or university
- Experience in college recruiting, admissions or marketing
- Bilingual
- Experience with customer relationship management databases
- Experience with event planning and execution

## **Application Procedure:**

- Please apply online at <https://ridgewater.peopleadmin.com/postings/1566>

## **Applicants must include:**

- Online Employment Application
- Resume
- Letter of Interest addressing the position qualifications
- Unofficial copy of college transcripts (official copy will be required upon hire)
- A list of three professional references with contact information

## **ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

Applications received by midnight Sunday October 24, 2021 will receive priority review

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

## **RIDGEWATER COLLEGE INSTITUTION INFORMATION:**

**EQUITY STATEMENT:** Ridgewater College is committed to providing welcoming and inclusive campuses that value and respect the unique experiences, needs and contributions of individuals and groups from every background and identity to ensure that each student, employee and community member has a genuine opportunity for participation and success.

**VISION:** Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

**MISSION:** Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

## **GUIDING PRINCIPLES:**

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.

# **Minnesota State Ridgewater College**

## **GUIDING PRINCIPLES CONTINUE:**

- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

## **RIDGEWATER'S COMMITMENT TO EQUITY AND INCLUSION:**

<https://www.ridgewater.edu/about/mission-vision-guiding-principles/>

## **DIVERSITY AND EQUITY PLAN:**

<https://www.ridgewater.edu/about/college-governance/diversity-equity/>

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.

NOTICE: Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law.

As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The employee should demonstrate a knowledge of and interest in diverse cultures and populations.

All applicants must be able to lawfully accept employment in the United States at the time of employment. For TTY, call Minnesota Relay Service at 7-1-1- or 1-800-627-3529.

**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)