

**Minnesota State  
Ridgewater College  
MAPE Vacancy Notice  
POSTING DATE: November 8, 2021**

**Position:** Customized Training Representative  
**Working Title:** Training Program Manager- CDL  
**Location:** Willmar Campus  
**Bargaining Unit:** MAPE Bargaining Unit (214)  
**Employment Condition:** Full-Time, Unlimited  
**Wage:** \$25.08 – 44.47 per hour (dependent upon qualification)  
**PCN:** 00760390

**RESPONSIBILITIES:**

The position exists to sell, coordinate, develop, and deliver non-credit CDL and truck driving programs to current and prospective customers so as to ensure Ridgewater College is able to profitably assist regional organizations meet their training and development requirements. The individual in this position will be a subject matter expert in all aspects of commercial vehicle operation training and licensure.

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

**MINIMUM QUALIFICATIONS:**

- Class A CDL with air brake and manual transmission endorsements.
- Four years' driving experience with a Class A vehicle, one of which should be in the previous 2 years.
- Effective interpersonal communication skills.
- Meet all qualifications for instructors (Road/Range and Knowledge/Theory) as set forth in the EDLT regulations beginning February 7, 2022.
- Effective written communication skills.
- Ability to travel.
- Effective technology skills.
- Ability to work a flexible schedule in order to meet the needs of students and clients.
- Demonstrated experience working effectively with individuals from diverse backgrounds.
- Possess and maintain a valid Driver's License.
- Some travel is necessary (approximately 20%).

**PREFERRED QUALIFICATIONS**

- Experience providing CDL or other related training.
- Specialized CDL endorsements (haz mat, tanker, school bus, etc.).
- Heavy equipment/diesel truck maintenance experience.
- DOT Inspector certification or experience.
- Other related professional licensures or association memberships.

# Minnesota State RIDGEWATER COLLEGE

## Application Procedure:

- Please apply online at <https://ridgewater.peopleadmin.com/postings/1576>

## Applicants must include:

- Online Employment Application

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

Applications received by midnight Wednesday November 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.
- 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)