

**Minnesota State
Ridgewater College
Unclassified MAPE Vacancy Notice
POSTING DATE: July 18, 2022**

Position: MnSCU Academic Professional 1
Working Title: Secondary Perkins Coordinator
Location: Ridgewater College
Campus: Willmar MN
Bargaining Unit: MAPE Bargaining Unit (216)
Employment Condition: Full -Time, Unlimited
Work Schedule: Monday – Friday – 8:00 am – 4:30 pm
Wage: \$21.43 per hour
PCN: 01016841

RESPONSIBILITIES:

This position is responsible for facilitating and coordinating the successful secondary school implementation of the Strengthening Career and Technical Education for the 21st Century Act, otherwise known as (Perkins V Grant) for the Mid-Minnesota Perkins Consortium. The consortium is comprised of 17 partner school districts along with Ridgewater College as the Post-Secondary partner serving all or portions of McLeod, Meeker, Kandiyohi, Renville, Sibley, Wright, Stearns, Pope, Swift, and Chippewa counties. The grant is focused on aligning resources and programming for career and technical education (CTE) from local K-12 school districts through the appropriate level of post-secondary education that will lead to Career and College Readiness for all students across all demographics.

Special note: This position is partially grant funded through the Carl D Perkins IV federal grant.

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

MINIMUM QUALIFICATIONS:

- Two-year degree in related field
- Three years of related work experience
- Demonstrated ability to develop strong collaborative working relationships
- Demonstrated commitment to diversity, equity and inclusion and serving the needs of a culturally and educationally diverse community
- Strong written, verbal and interpersonal communication skills, and organizational skills to effectively prioritize work duties and manage multiple tasks simultaneously.
- Demonstrated project management skills, including organization, delegation, collaboration and follow through
- Ability to read and interpret data to inform decision-making.
- Ability to prepare and effectively present reports to a variety of audiences.

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Experience in Secondary and/or Post-Secondary Career & Technical Education

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Application Procedure:

- Please apply online at <https://ridgewater.peopleadmin.com/postings/1638>

Applicants must include:

- Online Employment Application
- Resume
- Letter of Interest addressing the position qualifications
- Provide a diversity statement addressing past experiences and activities, and also future plans to advance diversity, equity, and inclusion.
- 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 11:59 pm on Monday, August 1, 2022 will receive priority review.

For further information please contact Jane Bohlsen 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.

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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