

**Minnesota State
Ridgewater College
Unclassified MAPE Vacancy Notice
POSTING DATE: October 31, 2022**

Position: MnSCU Academic Professional 1
Working Title: Academic Advisor Student Success Specialist
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: 01007208

RESPONSIBILITIES:

This position serves as an Academic Advisor/Student Success Specialist focused primarily on meeting the needs of our incoming and returning students, ensuring they are well prepared, on track and meeting their educational goals.

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

MINIMUM QUALIFICATIONS:

- Associate's degree and minimum of one-year related work experience.
- Knowledge of post-secondary education.
- Knowledge of student services/student development philosophy, policy, practice.
- Ability to communicate clearly and professionally in numerous formats for diverse audiences to motivate and share information, about the college and programs while also gathering required information.
- Ability to multitask and to be professional, flexible, and tactful in dealing with time constraints and stressful situations.
- Ability to establish and maintain professional relationships with the internal and external college and community including students, peers, key contacts, and stakeholders and to make decisions that will positively represent the college's reputation daily.
- Experience working with extremely diverse populations.
- Experience with academic advising and/or retention initiatives.
- Experience with maintaining confidentiality of private information according to law, rules, policies and procedures.

PREFERRED QUALIFICATIONS:

- Experience with a MnSCU institution.
- Bilingual.
- Bachelors or Master's degree.

Knowledge of:

- State and Federal statutes, policies, and regulations in regard to educational institutions.
- Student services/student life policies, procedures and promising practices.
- Required computer software applications such as ISRS, Excel, Microsoft Word, Microsoft Publisher and/or Adobe Photoshop, Access, Internet, Social Networking, etc. and well as office equipment (computer, fax, copier, etc.).

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Application Procedure:

- Please apply online at <https://ridgewater.peopleadmin.com/postings/1653>

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 Sunday November 13, 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