



# RIDGEWATER

## COLLEGE

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### Ridgewater College Posting A Minnesota State College

## CLA2 – Nursing Tutor

### Intermittent, Seasonal Vacancy Notice

**Posting Date: 8.18.2023**

*If you are looking for a flexible work option that would allow you to help nursing students at Ridgewater College, this might be the position that you are looking for! The Nurse Tutor position is approximately a half-time position that can have virtual hours to meet student study needs – mornings, evenings, or weekends with blocks of time that could be as short as 2-3 hours up to a full day. This will allow for the Nurse Tutor to help nursing students on both of the Ridgewater College campuses in Hutchinson and Willmar. In-class tutor support at least once per semester is also needed to help student be successful in challenging nursing-specific courses. Applicants should be confident in their knowledge of anatomy, physiology, and pharmacology. Experience working with diverse backgrounds is a strong quality for this position. See the job posting for other minimum and preferred qualifications.*

**Classification: CLA 2- Tutor, Nursing and Allied Health**

**Campus: Willmar or Hutchinson (decided upon hire)**

**Employment Condition: Intermittent, Seasonal**

**Bargaining Unit: 207 - AFSCME**

**Classified Status: Classified**

**Work Schedule: Day Shift, Varied (Academic Year)**

**Work Area: Institutional Support**

**Wage: \$19.56 – \$27.33/per hour**

**PCN: 00758900**

### Job Summary

This position exists to provide academic assistance to nursing and allied health students. Under general supervision, the CLA tutor provides direct academic support to students with an emphasis to practical nursing and medical assistant programs.

### Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

- Post-secondary or industry certificate/diploma/degree or relevant licensure in the Nursing field.
- 12 months of teaching/tutoring experience in Nursing or closely related field at the high school level or above.

#### WILLMAR CAMPUS

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

#### HUTCHINSON CAMPUS

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

[www.ridgewater.edu](http://www.ridgewater.edu)

A member of Minnesota State.  
Ridgewater College is an affirmative action, equal opportunity employer and educator.  
This document is available in alternative formats to individuals with disabilities upon request.

## Preferred Qualifications (desired but not expected to have to enter job)

- Bachelor Degree in Nursing.
- Knowledge nursing, medical assistant, and phlebotomy programs taught at Ridgewater College
- Knowledge anatomy and physiology, and pharmacology
- Strong knowledge and experience working with persons of diverse backgrounds.
- Strong working knowledge of Desire2learn, Zoom, and Teams
- Knowledge of methods and strategies needed to aid in the students' comprehension/completion of coursework and the ability to adjust these methods and strategies according to the needs of the individual student.
- Knowledge of Ridgewater College goals and mission. Understanding of value and goals of both career and technical and liberal arts education.
- Ability to work independently in assisting students, especially those with academic disadvantages.
- Ability to translate complex information into concrete concepts while accommodating students' learning styles to aid their comprehension.
- Skills in interpersonal communication.
- Experience with Microsoft Office applications, Windows, and other software used in technical courses.
- Ability to locate supplemental information online to aid students' comprehension and completion.
- Ability to work with students from diverse backgrounds.
- Knowledge of student support services such as career development and educational planning.
- Ability to work with administration, faculty, staff and agencies.
- Knowledge of the Americans with Disabilities Act (ADA) and other legal and privacy issues.

## How to Apply

Apply online at [www.mn.gov/careers](http://www.mn.gov/careers) search for **Job ID 68620**

This position is open until filled, priority review deadline is 11:59pm on September 8<sup>th</sup>, 2023.

## Applications must include:

- Online Employment Application
- Resume
- Diversity Statement
- Unofficial copy of transcripts
- List of three professional references with contact information

## Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$38.50 per month and Family Coverage is \$262.66 per month)
- Dental Insurance (low deductibles)
- Paid Parental Leave (six weeks)

- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

## Additional Requirements

In accordance with the Minnesota State Colleges & 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.

## Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

## Contact

If you have questions about the position, contact Jane Bohlsen at jane.bohlsen@ridgewater.edu or 320-222-6075.

## Institution Information

**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.

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

### 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.

## **Equal Employment Opportunity**

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.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers.mmb@state.mn.us](mailto:careers.mmb@state.mn.us). Please indicate what assistance is needed.