



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Career Services Coordinator

Full-Time, Unlimited Vacancy Notice

Posting Date: 05/23/2025

Classification: MnSCU Academic Professional 3

Campus: Willmar or Hutchinson (determined upon hire)

Bargaining Unit: MAPE, 214

Employment Condition: Full Time, Unlimited

Classified Status: Unclassified

Work Schedule: Monday – Friday (8:00am-4:30pm)

Salary Range: \$27.84- \$40.82/ per hour :: \$58,130 - \$85,232/ per year

PCN: 00760350

Job Summary

The Career Services Coordinator at Ridgewater College is tasked with the development, implementation, and management of comprehensive career services programming tailored to the diverse needs of the campus community. This role is pivotal in aligning career services with the strategic plans of both the Minnesota State system and Ridgewater College. Key responsibilities include coordinating daily operations, managing career-related data systems, organizing career events, and actively promoting career services to enhance student engagement. The coordinator will oversee the budget, recruit and direct staff, and collaborate with various departments to integrate career development into academic programs. Additionally, the role involves creating and managing a career readiness program, fostering community relationships, and developing partnerships to support career-related activities and opportunities for students.

PRINCIPLE RESPONSIBILITIES

1. Develop, implement and manage comprehensive Career Services programming that meets the needs of a diverse campus community and aligns with the strategic plans of the Minnesota State system and Ridgewater College.
2. Create and manage a career readiness program for prospective, incoming and current students
3. Develop and nurture career-related community relationships and partnerships.
4. Perform other duties as assigned, including but not limited to participation in various campus events and activities, serving on search committees, etc.

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

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.

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

- Relevant work experience
- Strong interpersonal and organizational skills to serve and collaborate with campus and community partners
- Effective written communication and presentation skills
- Experience working with diverse populations
- Ability to effectively establish priorities, work independently, and execute objectives with minimal supervision
- Ability to create and maintain effective and productive relationships with a variety of stakeholders including students, faculty and industry employers.
- Demonstrated skill in use of computers, internet and various software packages such as MS Word, Excel, Access, PowerPoint, Outlook, etc.

Preferred Qualifications *(desired but not required)*

- Bachelor's degree and three years relevant work experience
- Experience working in a higher education institution, preferably in a student affairs related role (such as advising, counseling, program development, etc.) at a 2-year community and technical college
- Knowledge of Minnesota State and college policies, programs and procedures
- Experience with grants
- Bilingual, particularly English/Spanish or English/Somali
- Knowledge and experience using and interpreting career, occupation and labor market information
- Ability to gather, analyze, interpret and present data and create reports for administration, college staff and faculty, students and outside entities

How to Apply

Apply online at: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/Career-Services-Coordinator_JR0000002461

Online application deadline is 11:59PM on June 6, 2025.

***If you are a current employee, here is how to apply:**

All current system employees will need to log into the career site [Workday](#) to apply for the position. Employees may also search for "Browse Jobs- Employees" in Workday via the search bar at the top to view open positions.

To access Jobs Hub:

1. Log into Workday.
2. Open the [Jobs Hub](#) app to browse open job postings, save search criteria for future use, and review your submitted applications.
3. If you don't see Jobs Hub on your Workday homepage, use Workday Search.

To apply for a position you find on Jobs Hub, click on the posting's Apply button, complete the application, and click Submit. By following these steps, you can help maintain data integrity and streamline the hiring process for both you and the hiring manager.

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 Felicia Telecky at Felicia.telecky@ridgewater.edu or at 320-234-8534.

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. Please indicate what assistance is needed.