



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

ADSO Coordinator/TRIO Advisor – MnSCU Academic Professional 1

Part-Time, MAPE Vacancy Notice

Posting Date: 8/18/2025

Classification: MnSCU Academic Professional 1

Campus: Hutchinson

Bargaining Unit: MAPE, 214

Employment Condition: Part Time, Unlimited

Classified Status: Unclassified

Work Schedule: Monday – Thursday:: 8:30AM-3:30PM / Friday:: 8:30AM-12:30PM

Wage: \$23.63-\$34.18/per hour

PCN: 00759010

Job Summary

The in-person (on-campus) position exists to coordinate services for students with disabilities on the Hutchinson Campus. The position also serves the TRIO-SSS program, to provide retention strategies, teach and/or set up workshops, college tours, organize cultural and academic activities and provide referrals and networking with community agencies. Additionally, this position provides academic advising services to Accessibility & Disability Services Office (ADSO) participants and other students as assigned.

This position is 50% funded by a TRIO-SSS grant from the US Department of Education, with continuation of this position contingent upon renewed Federal funding.

Principle Responsibilities and Results:

1. Coordinate disability services for prospective and enrolled students with disabilities.
2. Provide supportive services to enhance the retention and academic performance of TRIO program participants.
3. TRIO/ADSO – Provide advising services to qualified TRIO participants, as well as to other students as assigned by the Student Services.
4. TRIO - Monitor student academic and financial aid progress regularly.

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.

5. TRIO – Represent needs and interests of program participants through involvement in professional development activities, staff training sessions, meetings and college, state or national committees.

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

- Experience working with academic support or similar programs to support students
- Knowledge of or experience in post-secondary education
- Demonstrated written and verbal communication skills, computer/technology skills, and working knowledge of Microsoft Office.
- Proven ability to troubleshoot and problem-solve to creatively meet the needs of students.
- Demonstrated ability to establish and maintain professional relationships with the internal and external college and community, including students, peers, key contacts, and stakeholders.
- Customer service sufficient to actively listen to and understand student needs

Preferred Qualifications *(desired but not required)*

- Bachelor's degree in a related field
- Experience working with individuals from diverse backgrounds and cultures
- Three or more years of experience, academic support programs, or similar programs for disadvantaged college students is preferred
- Experience at post-secondary institutions in such areas as disability services, advising, or personal counseling
- Knowledge of FERPA, ADA, ADAAA, Section 504 of the Rehabilitation Act and other state and federal rules and regulations.
- Demonstrated knowledge and experience with retention theories
- Experience working in a two-year college environment
- Professional or personal experience in overcoming barriers

How to Apply

Apply online at

https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/Hutchinson/ADSO-Coordinator--TRIO-Advisor_JR0000003102

Online application deadline is 11:59PM on September 2, 2025.

In order to be given full consideration, applications must be complete and include a cover letter and resume that contains a diversity statement.

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.