



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Outreach & Admissions Specialist

Full-Time, Unlimited Vacancy Notice

Posting Date: 10/13/2025

Classification: MnSCU Academic Professional 1

Campus: Willmar

Bargaining Unit: MAPE, 214

Employment Condition: Full Time, Unlimited

Classified Status: Unclassified

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

Salary Range: \$23.98 - \$34.69 per hour / \$50,070 - \$72,433/ yearly

PCN: 00798635

Job Summary

The purpose of this position is to lead prospecting and recruitment efforts for the College by promoting the college's academic programs and student success services in a goal-oriented, metrics driven environment. Primary responsibilities include, but are not limited to, conducting recruitment activities which may include high school visits, hosting on- and off-campus information sessions, leading tours of the college, public speaking, attending college and education fairs, visiting workforce centers, representing the college at job fairs and other community relations events, conducting phone/email/text outreach, conducting position-related research and hosting special events that lead to meeting enrollment goals for the college. This position frequently requires night and weekend shifts and travel within the region and state approximately 3-40% of the time. This position will be focused on student success and will guide students successfully through the enrollment process from point of inquiry to admission and in coordination with advisors and other student services staff, to first semester enrollment. This position will serve as a liaison and resources for numerous internal and external college stakeholders.

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.

Principle Responsibilities & Duties

1. Implement outreach and recruitment strategies and activities to achieve enrollment goals for Ridgewater College, while also reporting, monitoring and tracking results.
2. Guide new and incoming students through the admissions process and in collaboration with advising and student services staff, through registration and matriculation.
3. Other duties as assigned to ensure collaboration and efficiency within the Advancement & Outreach division (including marketing, recruiting, Foundation) and with other student services departments (admissions, advising, registration, financial aid, business office, TRIO, disability services, etc.)

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

- Related work experience
- Demonstrated experience in customer service, sales, recruitment, advertising, public relations, marketing, or communications
- Public speaking, written and interpersonal communication skills, and ability to communicate clearly and professionally in numerous formats to share information about the college as well as gather required information from prospective students
- Ability to establish and maintain professional relationships with internal and external stakeholders
- Strong time management and organizational skills; ability to implement and communicate process changes
- Problem-solving skills and ability to use analytic reasoning to identify alternative solutions and approaches to problems

Preferred Qualifications *(desired but not required)*

- Associate's degree in a related field and one year of related work experience
- Experience working with diverse populations
- Knowledge of post-secondary education
- Experience with a Minnesota State college or university
- Experience in college recruiting, admissions or marketing
- Bilingual
- Experience with customer relationship management databases
- Experience with event planning and execution

Job Requirement:

- Ability to work a flexible schedule, including nights and weekends.

How to Apply

Apply online at:

https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/Outreach---Admissions-Specialist---MnSCU-AP-1_JR0000003388

Online application deadline is 11:59PM on October 27, 2025.

Application must include:

- Online Employment Application
- Resume
- Letter of Interest / Cover Letter addressing the position qualifications

***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.