RIDGEWATER COLLEGE
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Ridgewater College Posting
A Minnesota State College

Salon Manager (Cosmetology) – CLA 2

Full-Time, Seasonal Vacancy Notice

Posting Date: 11/6/2026

This position is directly responsible to manage the salon operations and hold the license for the Ridgewater College Salon and Day Spa.

This college lab assistant (CLA) position supports faculty, students, and clients in the Cosmetology program. The CLA will also manage school data, salon operations, and the retail store. A Minnesota Board of Cosmetology instructor license, and licensure as the school and salon manager are required.

Classification: College Laboratory Assistant 2
Campus: Willmar
Employment Condition: Full Time, Seasonal
Bargaining Unit: AFSCME, 207
Classified Status: Classified
Work Schedule: Academic Year: Monday - Friday 7:45 AM - 4:15 PM;
Summer: 8 weeks summer semester: Monday - Thursday 8:30 AM - 5:00 PM
Work Area: Student Services
Wage: $22.27-$31.99/hr.
PCN: 00760210

Job Summary

This position exists to assist faculty, students and clients in the Cosmetology program, and to manage salon operations and the retail store.

Responsibilities include but are not limited to:

- Assist faculty by providing instructional support to students in the classroom, lab and clinic setting
- As directed, assist students performing services for clients, students and mannequins, and demonstrate use of hair, skin and nail products, equipment and procedure
- Help student's master skills and provide one-on-one assistance as directed by faculty
- Demonstrate and train students in salon computer system (retail sales transactions, printing work tickets, adding customers, booking appointments, etc.)
- Assist students with retail sales, product recommendations, customer relations, and client check-out
- Assist students with client consultations when requested by salon instructor

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This document is available in alternative formats to individuals with disabilities upon request.

- Reinforce department guidelines, regulations and policies including safety and sanitation regulations established by Minnesota statutes and Minnesota Board of Cosmetology
- Maintain and update MSDS sheets.
- Open and close retail store
- Complete monthly inventory and orders for retail supplies
- Check-in salon and retail supplies
- Prepare and clean lab/salon, perform routine maintenance and notify department chair of issues/concerns as needed
- Balance cash drawer and deposit revenues daily
- Do a year-end closing inventory on all retail supplies
- Monitor salon to be in compliance with Minnesota Board of Cosmetology
- Coordinate equipment kit lists that are determined by instructors
- School Manager

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

- Post-secondary or industry certification/diploma/degree or relevant licensure in Cosmetology

AND

- one year of teaching/tutoring experience in Cosmetology at the high school level or above,

OR

- an equivalent combination of education and work experience.

Additional Requirement:

- Cosmetology Instructor License
- School Manager License through the MN Board of Cosmetology

Preferred Qualifications *(desired but not required)*

- An understanding of current Cosmetology industry trends and practices
- Knowledge of techniques taught to students, particularly Pivot Point curriculum, hair cutting, styling, perm and coloring procedures
- Knowledge of esthetics curriculum
- Knowledge of nail curriculum
- Knowledge of cosmetology products
- Knowledge of MN safety and sanitation requirements and guidelines
- Knowledge of and ability to perform routine maintenance of salon equipment
- Ability to assess the work of students and provide appropriate feedback
- Excellent communication and interpersonal skills
- Ability to provide lab instruction under the direction of faculty
- Knowledge of and ability to manage the retail store functions

- Computer skills in word processing and spreadsheet applications in a Windows is required

How to Apply

Apply online at : https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/College-Laboratory-Assistant-2---Salon-Manager-Cosmetology_JR0000006063

Online application is due by 11:59PM on November 30, 2026.

Why Work For Us

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

- 11 paid holidays each year
- Medical Insurance (Single Coverage $48.94 per month and Family Coverage is $333.91 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 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

Ridgewater College 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 human resources representative at (320) 234-8534 or email felicia.telecky@ridgewater.edu. Please indicate what assistance is needed.