RIDGEWATER COLLEGE
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Ridgewater College Posting
A Minnesota State College

Director of Customized Training

Unlimited, Full-Time Vacancy Notice

Posting Date: 11/12/2026

Classification: MnSCU Academic Supervisor 3

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

Bargaining Unit: MMA, 216

Employment Condition: Unlimited, Full-time

Classified Status: Unclassified

Work Schedule: Monday – Friday (8:00 AM – 4:30 PM)

Wage: $38.83-$55.93/ hr. - ($81,077 - $116,782/ annually)

PCN: 01006134

Job Summary

This position reports to the Vice President of Finance & Operations and provides strategic college-wide leadership and direction for the Customized Training and Continuing Education (CTCE) department at Ridgewater College. This position provides administrative leadership, direction, and oversight, including but not limited to short-term training programs, micro-credentials, contract customized training, open enrollment continuing education, and non-credit courses, programs, and certificates. The position shapes the direction of the department and advances career and technical education at the colleges by building industry and community partnerships, interpreting labor market trends, and identifying revenue generation opportunities that support program growth and sustainability. In addition to developing and evaluating programming, this role manages budgets, supervises staff and faculty, and leads outreach efforts that enhance the colleges' visibility and relevance in regional workforce ecosystems. The position collaborates across departments to ensure non-credit programs are integrated with academic pathways and student support services.

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.

Responsibilities include but are not limited to:

-- Providing strategic leadership and direction of Continuing Education and Customized Training program development, delivery, and evaluation. Plan new programs that respond to workforce needs, support and enhance non-credit programs, and generate revenue for the department and the college.

--Provide leadership for external outreach, building partnerships and workforce development for the CTCE department.

--Operational Management and Team Development for the Customized Training department.

The candidate selected for this position will be able to choose a campus of Hutchinson or Willmar.

Minimum Qualifications

- At least three years of progressively responsible experience in workforce development, training, sales management, or a related field, including a minimum of three years in a supervisory role managing professional-level staff. An associate's degree may substitute for six months of experience, a bachelor's degree may substitute for one year of experience, and a master's degree may substitute for eighteen months of experience.
- Demonstrated history of sales growth, budget management, and continuous improvement
- Demonstrated ability to work effectively across all divisions of an institution, with specific strength in partnering with Academic Affairs
- Demonstrated success in building and maintaining partnerships and relationships across various industries and community stakeholder groups
- Outstanding organizational and communication skills (both verbal and written)
- Knowledge of State and Federal workforce development systems and related programs

Preferred Qualifications

- Master's Degree from an accredited institution
- 5 years' experience in managing and supervising professional-level personnel
- Experience with the development of traditional and non-traditional career pathways that reflect local workforce needs and align with educational pathways
- Experience with grant writing and/or grant management experience
- Experience with administering union contracts

How to Apply

Apply online at:
https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/Willmar/Director-of-Customized-Training---MnSCU-Academic-Supervisor-3_JR0000006098

Online application deadline for preferred review is 11:59PM on December 1, 2026.

Applications must include:

- Online Employment Application
- Resume
- Cover Letter

Why Work For Us

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

- Academic Year Contract
- Medical Insurance (single coverage $48.94 per month and family coverage is $333.91 per month)
- Dental Insurance (low deductibles; single coverage $14.50 per month and family coverage is $61.86 per month)
- 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.