



**Northwest  
Technical College**

**Northwest Technical College**  
invites applications for the position of:

# **Business, General Faculty**

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## **MSCF JOB POSTING**

<b>OPENING DATE:</b>	April 29, 2024
<b>CLOSING DATE:</b>	Applications will be accepted until the position is filled. Initial review of applications will be on <b>Wednesday, May 22<sup>nd</sup></b> , so applications should be submitted by that time for guaranteed consideration.
<b>APPOINTMENT DATE:</b>	August 21, 2024
<b>JOB TYPE:</b>	Unlimited, Part-Time (80%)
<b>POSITION LOCATION:</b>	Northwest Technical College Campus
<b>SALARY:</b>	Depends on Qualifications
<b>CREDENTIAL FIELD:</b>	Business, General (Credential Code 500118)

**NORTHWEST TECHNICAL COLLEGE (NTC)** invites applicants to join our team as a **Business Faculty** member. To accomplish our mission of “preparing students for rewarding careers”, we prioritize creating a culture in which diversity is embraced and all people are safe, welcome, and validated. NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 900 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

The **Business Faculty** member will provide students with the fundamental training necessary for a rewarding career in today’s professional workplace. The coursework will provide a strong foundation in business skills, including effective communication practices, financial management and customer relations, as well as offering the opportunity to choose a subject for more in-depth study.

### **Responsibilities of the Business Faculty member include:**

- Teaching Business related program/courses within a college setting and assist learners as needed.
- Teaching assigned courses in accordance with established curriculum and course outlines.
- Maintaining necessary attendance, scholastic and student records, and submitting records according to published guidelines.

### **Minimum qualifications for this position include:**

- **Education Requirement**
  - Master's degree in business administration or business management; or

- Master's degree with a minimum of 27 graduate quarter/18 semester credits in business administration and/or business management.
- **Teaching and Learning Competency Requirement**
  - Course construction (credit course)\*
  - Teaching/instructional methods (credit course)\*
  - Student outcomes assessment/evaluation (credit course)\*
  - Philosophy of community and technical college education (credit or non-credit course)\*\*
  - Faculty shall have a degree in education or three years of successful full-time (or equivalent) teaching experience prior to being hired, or shall be required to complete coursework in the above content areas (or their equivalent) prior to being granted unlimited status.
  - \* These courses shall be waived for individuals who at the time of hire have: a degree in education, or have documented evidence of successful completion of equivalent coursework in the specified teaching and learning content areas, or have three years of successful, full-time (or equivalent) secondary, postsecondary, industry, or trade apprenticeship teaching experience in the field for which they are being hired. (Procedure 3.32.1 College Faculty Credentialing, Part 5, Subpart B.2)
  - \*\* This course shall be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework. (Procedure 3.32.1 College Faculty Credentialing, Part 5, Subpart B.3)

**Preferred qualifications include:**

- Experience teaching in a two-year post-secondary setting.
- Experience with online teaching.
- Experience with a variety of software programs such as Microsoft Office Word, Excel, Access, and Outlook.
- Professional communication skills.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State College Faculty. <https://www.mscfmn.org/mscf-contracts>
- In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnSCU's vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

**Apply online:** <https://ntcmn.peopleadmin.com/>

**A complete application will include the following attachments:**

- Cover letter, which addresses the required qualifications and specific interest in working at Northwest Technical College.
- Current Resume/Curriculum Vitae.

**Inquiries:**

Nicholle Bieberdorf, Dean of Academic Affairs

Phone: 218-333-6659

Email: [nicholle.bieberdorf@ntcmn.edu](mailto:nicholle.bieberdorf@ntcmn.edu)

If you have general questions about this posting or submitting an application, contact Mary Miller at [mary.miller@bemidjistate.edu](mailto:mary.miller@bemidjistate.edu).

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**COLLEGE / COMMUNITY:** Northwest Technical College is in Bemidji, Minnesota, in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 5,000 students annually. Northwest Tech offers hands-on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (Minnesota State) <https://www.minnstate.edu>. To learn more about the student-centered environment at Northwest Technical College, visit [www.ntcmn.edu](http://www.ntcmn.edu).

**WHY BEMIDJI:**

In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake, and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks, and more. Small, locally-owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of

navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: <https://www.ntcmn.edu>

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

**Other Resources:**

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

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**Statement of Notice**

Northwest Technical College prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.

Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu) or [Megan.Zothman@BemidjiState.edu](mailto:Megan.Zothman@BemidjiState.edu)

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

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*Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*

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