Northwest Technical College invites applications for the position of:

Student Recruitment & Success Advisor

MAPE JOB POSTING

CLASSIFICATION: MnSCU Academic Professional 1 (PCN 00634600)

OPENING DATE: August 21, 2023

CLOSING DATE: Tuesday, September 12, 2023, at 11:59 p.m.

START DATE: As soon as possible

POSITION LOCATION: Northwest Technical College campus – Student Support Services

JOB TYPE/SCHEDULE: Temporary Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.

SALARY: Depends on Qualifications; current salary range is $21.43 - $31.00 per hour

NORTHWEST TECHNICAL COLLEGE (NTC) invites applicants to join our team as the Student Recruitment & Success Advisor. 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 1,000 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 Student Recruitment & Success Advisor will be responsible for the recruitment of and advising support for students pursuing the Nursing and Health Science Broad Field programs. Support will begin for Nursing students at the time of inquiry through first term advising and matriculation. Support for HSBF students will begin at inquiry through first term advising and matriculation or until transition to Nursing application. This individual is also responsible for the recruitment of and registration for those seeking the Nursing Assistant course at NTC. The advisor will facilitate necessary communications about application procedures, course placement and degree completion. The position will provide assistance to the NTC One Stop during the rolling admissions and registration process and will act as the liaison for students needing assistance from other NTC services. This individual will also serve students in the NTC One Stop on matters related to admissions, registration and financial aid. A valid Minnesota Driver’s license will be required for travel.

Candidates must also possess a valid driver’s license and be able to pass a driving history background check.

Responsibilities of the Student Support Services include:

- Recruiting and advising support to students pursuing the Nursing programs from time of inquiry through first term registration and matriculation and for HSBF students from the time of inquiry
through first term advising and graduation or until transition to Nursing application. Also responsible for recruiting of students for the Nursing Assistant class. (70%)
  o Providing appreciative/supplemental coaching/advising to students as they progress through the enrollment funnel, tracking and monitoring the formal application process, communicating deadlines; advising and assisting students with registration for courses and assisting with orientation; collaborating with the testing center on the administration of the TEAS Nursing entrance exam, communicating test results and subsequent action steps; creating and implementing a communication plan to accepted students that supports their progress towards a degree.
  o Working in conjunction with the Nursing Program Administrator and Nursing faculty to seek engagement in recruiting efforts as well as the selection of program candidates.
  o Working in conjunction with the Director of the Student Success Center in recruiting and retaining prospective and enrolled students that may benefit from college success programming services.

• Serving as a One Stop Student Services Representative. (30%)
  o Serving prospective and current students as a one-stop student services representative with knowledge in records, registration, financial aid, admission, and other student service areas; additional support, as needed, scheduling and proctoring exams, participating in campus events and outreach programs, and being a liaison for students seeking assistance form the One Stop Student Services Center.

Minimum qualifications for this position include:

• Associate’s Degree with at least 1 year of customer service.
• Excellent administrative, communication, and public relations skills.
• Problem solving skills sufficient to independently resolve issues with minimal referral to other resources.
• Knowledge of advising concepts/techniques.
• Excellent oral and written communication skills.
• Knowledge of application of technology for database management.
• Knowledge and attention to integrity of information and its dissemination.
• Ability to apply federal, state and MnSCU policies, procedures, and regulations.
• Ability to set priorities, use analytical reasoning, and integrate results into meaningful program activities.
• Must possess valid class D Minnesota Driver's License.
• A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

Preferred qualifications include:

• Bachelor's Degree with 1 year experience in student services or related area.
• Knowledge of nursing and dental programs sufficient to advise students on program completion.
• Experience in student services.
• Knowledge of transfer policies and procedures.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred 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 Association of Professional Employees (MAPE), which can be found at https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp.
• In accordance with the Minnesota State Colleges and Universities (MinnState) 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 MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
• BSU and NTC are tobacco free workplaces (see policy).

TO APPLY:

Apply online: https://ntcmn.peopleadmin.com/

A complete application will include the following attachments:
• Cover letter, which addresses the required qualifications and your specific interest in working at Northwest Technical College.
• Resume/Curriculum Vitae.

Inquiries about the position:
Ketmani Kouanchao, Executive Vice President and Senior Academic Officer - Northwest Technical College
Email: ketmani.kouanchao@ntcmn.edu

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

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 6,000 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.
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/
- Bemidji Area Chamber of Commerce – https://www.bemidji.org/

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.
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.