Bemidji State University and Northwest Technical College invite applications for the position of:

Assistant Director of Career Services

MSUAASF JOB POSTING

OPENING DATE: June 21, 2021

CLOSING DATE: Applications will be accepted until the position is filled. Initial review of applications will begin on Wednesday, July 21st, so applications should be submitted by that time for guaranteed consideration.

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

PAY / SALARY RANGE: Depends on Qualifications; Range C
(The annual salary range for Range C is $43,785 - $75,840)

BEMIDJI STATE UNIVERSITY (BSU) and NORTHWEST TECHNICAL COLLEGE (NTC) invite applicants to join our team as the Assistant Director of Career Services. BSU’s vision is to educate people to lead inspired lives. To accomplish BSU’s vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university.

BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. Major campus facilities are connected by all-season underground passages for safe and warm travel during the cold, winter months.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU’s Shared Fundamental Values include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

Career Services is the go-to source for guidance and support as students clarify and pursue their goals to establish a rewarding career and begin a lifetime of learning and inspiration. Nearly 90 percent of graduates find work in their chosen field. By seeking advice and assistance from our knowledgeable staff, using resources available throughout these webpages and in our office, and participating in our many informative events, you will be ready to launch your career when you graduate. We will help you shape your academic strategy and discover all the ways you can become a more confident, capable individual during your years at BSU.

The Assistant Director Career Services will direct the internship development/employer relations program of the Career Services, working with all majors, departments and outside constituents. Duties include grant funding management, internship and job development, campus internship coordination and guidelines, student mentoring, outreach programs, making presentations to students and faculty, and
networking with employers. In addition, the Assistant Director will assist with Career Services technologies such as Handshake, Focus, Interview Stream, Candid Careers and websites at BSU and NTC.

The Assistant Director will work with a diverse body of students and student groups, including alumni, with one-on-one and group presentations/workshops to help them prepare for the job search process, inform them of upcoming events, and organize Job and Internship Fairs.

**Responsibilities of the Assistant Director of Career Services include:**

1. Meeting with and coaching upper division students and alumni individually or in groups to inform, guide and prepare them for seeking internships and full-time employment. Connect students/graduates to employers via the web, job fairs, and on-campus recruiting.

   Promoting and marketing career events/programs including Job and Internship Fairs on-campus and throughout the state and region to students and employers. Creating and conducting communication flows to students and employers.

   Presenting seminars, classes or workshops that Career Services offers on career decision making, internships, resume/cover letter writing, and interviewing skills to students from BSU/NTC. Teach a 1-credit course annually.

2. Providing strategic vision and operational leadership for Internship grant programs. Seeking and recruiting strategic employers who are eligible to apply for grant funding. Communicating with the External Board of Directors and Trustees throughout the cycle and keeping the board apprised of the allocated yearly budget. Making monetary awards to the employers, assisting with development and managing internships programs with those selected employers. Marketing and promoting all internship opportunities for a successful placement for the employers. Analyzing each year’s summer program and reporting to the Board of Directors/Trustees.

   Managing the Non-Profit Internship Scholarship Program. Marketing and promoting opportunities to faculty and students.

3. Coordinating outreach to build relationships with employers and community organizations (such as Chamber of Commerce, Greater Bemidji, Rotary, etc.) to assist with increasing internship and full-time job opportunities. Educating the community, both internal and external, on internship best practices and resources. Sharing openings with all internship coordinators and students.

   Partnering with the Alumni Association for networking events and assisting with 5 year and 10 year Alumni Surveys, as needed.

4. Developing internal relationships with deans, faculty, internship coordinators and staff through individual meetings, training sessions, and e-mails to increase awareness of available internships, full-time jobs, and effective internship/job search practices.

   Participating in local, regional, state, and national professional organizations and events to further the development of internship and job opportunities, and best practices for recruiting of BSU/NTC students.

   Providing back-up assistance for technologies within the office and assisting with maintaining content on two career services websites (BSU and NTC).

5. Providing work direction to student worker(s).
Minimum qualifications for this position include:
- Master’s Degree in College Student Development, Public Relations, or a related area.
- At least one year of higher education, human resources or teaching experience.

Preferred qualifications include:
- Three years of experience working in a career development center, human resources, employer relations, or recruiting in a higher education setting.
- Demonstrated knowledge of and interest in working with diverse cultures and populations, including nontraditional and underrepresented students.

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 University Associate of Administrative and Service Faculty (MSUAASF) – see agreement.
- 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.
- BSU and NTC are tobacco free workplaces (see policy).

APPLY ONLINE: https://bemidjistate.peopleadmin.com/

A complete application will include the following attachments:
- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
- Resume / Curriculum Vitae.

Inquiries about the position:
Margie Giauque, Director of Career Services
Phone: (218) 755-2038
Email: margie.giauque@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@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.
UNIVERSITY / COMMUNITY
WHY BEMIDJI:

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, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university's Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College 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.

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 who always come out to cheer for the Bemidji State Beavers. 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 at Bemidji State University and Northwest Technical College have the 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 in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both 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 campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu or 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

Bemidji State University and Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. 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.