



GRANT PROGRAM ASSISTANT
MnSCU Academic Professional 1
Temporary, Part-Time – MAPE

Minnesota North College – Mesabi Range, Virginia Campus is seeking a to fill the temporary, part-time (.50 FTE) position of Grant Program Assistant (MnSCU Academic Professional 1).

The Grant Program Assistant position is responsible for providing student services support, program and grant coordination for the Human Services/Addictions Program assisting in areas such as: recruiting, grant/emergency funds management, technology, admissions and marketing, and administrative support. This position would support the determinants of the BCBS partnership to increase licensed alcohol and drug counselors in rural areas.

Work Hours: This position will work Monday – Friday, four hours per day, 20 hours per week.
Position is anticipated to run approximately March 25, 2024 – December 31, 2024.

Salary Range: \$22.61 - \$32.71/hourly

Eligible Benefits: *Includes low cost medical insurance, and paid holidays.*

Deadline to Apply: **March 11, 2024**

Minimum Qualifications:

- Bachelor's in social work or similar behavioral science degree.
- Ability to explain and help interpret complex policies involving multiple departments such as records and registration, financial aid, business services, bookstore, and admissions.
- Effective written and verbal communication skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Knowledge of Microsoft Office software and database usage.
- Ability to collect data, assess needs and accurately maintain records.
- Ability to act independently and make decisions accordingly.
- Commitment to diversity as well as a demonstrated ability to work successfully with people of diverse backgrounds including sensitivity to their needs and concerns.
- Strong interpersonal/human relation skills.
- Familiarity and knowledge of substance use disorder services and demographics in rural areas of Minnesota.

Preferred Qualifications:

- AAS in Addiction Studies or similar or at least a minimum of 20 credits in Addiction Studies or similar
- Knowledge of Minnesota Board and Behavioral Health and Therapy licensing requirements for alcohol and drug trainee and licensed alcohol and drug counselor.

Application Procedure:

- Send a letter of interest, current resume and contact information for three references. Email required documents to: michelle.zupancich@minnesotanorth.edu or

Mail required documents to:
Michelle Zupancich, Executive Assistant
Minnesota North College, Vermilion
1900 E. Camp St.
Ely, MN 55731

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region remains steadfast.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Carmen Bradach, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly