



ENROLLMENT SPECIALIST
MnSCU Academic Professional 1
Permanent, Full-Time – MAPE

Minnesota North College – Vermilion Campus is seeking a to fill the permanent, full-time (1.0 FTE) position of Enrollment Specialist (MnSCU Academic Professional 1).

This position exists to implement recruiting strategies for Minnesota North College. The Enrollment Specialist is responsible for administering services and systems that relate to the areas of internal and external promotion, admissions and recruitment. This position is responsible for recruiting prospective students participating in such activities as high school visits, college fairs, open houses, etc. Coordinate efforts to provide information to the various student target markets. This position is also responsible for implementing marketing plans promoting the college and programs. This position is required to be based at the Vermilion Campus located in Ely, MN.

Work Location: Vermilion Campus in Ely, MN

Work Hours: Monday – Friday, 40 hours per week

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

GREAT BENEFITS PACKAGE! *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/segip/>*

Application Procedure:

- Applicants must apply online using Minnesota North College’s People Admin online application: <https://nhed.peopleadmin.com/postings/1735>

Please upload the following information with your People Admin application:

- Cover letter
- A current resume

DEADLINE TO APPLY: May 13, 2024

QUALIFICATIONS:

Minimum Qualifications

- Bachelor’s degree or experience in enrollment management (such as recruiting, marketing or admissions).
- Strong skills to communicate orally and in writing, correspond with prospective as well as enrolled students, and disseminate information to employees and the community.
- Ability to assimilate a wide variety of information, summarize and present in multiple formats to diverse audiences.
- Computer skills (including PowerPoint, Word, and Excel), website and social media expertise.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Ability to exercise sound professional judgment and convey a professional image.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.

- Ability to collect data, and maintain records in order to assure program goals and budgets are documented.
- Valid Minnesota driver's license and ability to travel.

Preferred Qualifications

- Knowledge of college recruitment concepts and procedures.
- Knowledge of career and technical education.
- Excellent human relation skills to promote collaboration, cooperation and effective working relationships.
- Knowledge and understanding of the social and economic needs of the region.
- Experience with research and administrative survey techniques sufficient to create evaluation tools and reports.
- The ability to learn and interpret college requirements, policies, procedures, regulations and guidelines and to interpret and apply oral and written instructions.
- Excellent problem solving and critical thinking skills.
- Experience working in higher education.
- Knowledge of Minnesota Integrated Student Records (ISRS) system.
- Experience with a diverse learner population.

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.

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.