



ENROLLMENT SPECIALIST

HIBBING Campus

Permanent, Full-Time – MAPE

Minnesota North College – Hibbing Campus is seeking to fill the permanent, full-time (1.0 FTE) position of Enrollment Specialist.

The Enrollment Specialist at Minnesota North College plays a key role in executing recruiting strategies aimed at attracting prospective students. This position is responsible for administering services and systems related to internal and external promotion, admissions, and recruitment efforts. Responsibilities include actively recruiting students through high school visits, college fairs, open houses, and other outreach activities. The specialist also coordinates efforts to deliver information to targeted student groups and implements marketing plans to promote the college and its programs. This role is based on the Hibbing Campus in Hibbing, MN.

Work Location: Hibbing Campus

Work Hours: Monday – Friday, Hours: 8:00 am – 4:30 pm

Salary Range: \$23.63 - \$34.18 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:

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

DEADLINE TO APPLY: November 19, 2024 at 12:01 am

Be sure to include a cover letter, resume, and references.

- **External Applicants:** Applicants not currently employed by Minnesota State can access the [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).
- https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/MNOR---Hibbing-Campus/MnSCU-Academic-Professional-1---Enrollment-Specialist_JR0000000887
- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- Please use Job Requisition #: **JR0000000887**

Qualifications:

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose application materials clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

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.
- A commitment to cultural diversity and student success.

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 Charlotte Peterson, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.