

**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 (.75 FTE) position of Grant Program Assistant (MnSCU Academic Professional 1).

The Grant Program Assistant position is responsible for providing 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 DHS Indigenous Grant and other grants as needed.

**Work Hours:** This position will work Monday – Friday, six hours per day, 30 hours per week.  
Position is anticipated to run approximately April 2025 – June 30, 2028.

**Salary Range:** \$23.63 - \$34.18/hourly

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

**Deadline to Apply:** April 2, 2025

**Minimum Qualifications:**

- AAS in Addiction Studies or at least a minimum of 20 credits in Human Services/Addiction Studies.
- Knowledge of Upper Midwest Indian Council on Addictive Disorders (UMICAD) and Minnesota Board and Behavioral Health and Therapy licensing requirements for alcohol and drug trainee and licensed alcohol and drug counselor.
- Familiarity and knowledge of substance use disorder services and demographics in rural areas of Minnesota.
- An 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 and strong interpersonal/human relations skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Knowledge of Microsoft Office software and database usage.
- Commitment to diversity as well as a demonstrated ability to work successfully with people of diverse backgrounds including sensitivity to their needs and concerns.

**Preferred Qualifications:**

- Bachelor's in Social Work or Behavioral Science Degree.
- Experience in higher education.
- Ability to collect data, assess needs and accurately maintain records.
- Ability to act independently and make decisions accordingly.

**Application Procedure:**

- Send a letter of interest, current resume and contact information for three references. Email required documents to: [michelle.zupancich@minnesotanorth.edu](mailto: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](mailto:donna.hoag@minnesotanorth.edu)

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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 North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

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.