

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College - Mesabi Campus

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| Employee Name: | Position Control Number: |
| Department/Division: Addiction Studies/Academic/Student Services | Classification Title: MnSCU Academic Professional 1 |
| Prepared By: Chris Koivisto | Working Title: DHS Grant Program Assistant |
| X Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative | <i>If Exempt, attach required documentation</i> |
| <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal X Temporary | If seasonal, list months during the season worked |
| <input type="checkbox"/> Full-time X Part-time <input type="checkbox"/> Intermittent Percent if not full-time 75% | Date Prepared: March 2025 |

POSITION PURPOSE

To provide 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.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Marketing and Recruiting

- a) Develop marketing and recruiting strategies for the grant program and emergency fund.
- b) Coordinate and distribute marketing and emergency funding materials as determined with Program Director/Department Head.
- c) Create and utilize social media outlets for recruiting and advertising.
- d) Develop screening tools to determine eligibility for grant and emergency funds.
- e) Assist in the selection process of successful candidates or recipients.
- f) Work closely with the following designated indigenous tribes/tribal colleges for marketing, recruitment, and collaboration: White Earth, Leech Lake, Bois Forte, and Grand Portage.

Priority: Essential

Percent of Time: 30%

2. Student Coordination

- a) Assist indigenous students with enrollment into the program and assist in advising as needed.
- b) Provide new student orientation.
- c) Work collaboratively with indigenous tribes/tribal colleges, student support services such as enrollment services, advisors, admissions, and faculty, staff, and community to provide comprehensive services to students.
- d) Assist students with Department of Human Services (DHS) background checks.
- e) Arrange weekly time slots to give students program assistance with D2L online courses and zoom.
- f) Offer support for students with courses, practicums, and program completion.
- g) Collaborate and degree plan with students and advisors for proper degree completion and transfer to a 4-year academic institution for AAS students to obtain full Minnesota licensure.
- h) Provide technical support to students.

- i) Serve as a contact to students, faculty and staff.
- j) Assist students with DHS scholarships, financial awards, and emergency funding.
- k) Assist in developing, coordinating, and participating in program activities.
- l) Aid students in applying to 4-year colleges.
- m) Liaison for students, treatment centers and Minnesota North College-Mesabi Range Campus Addiction Studies practicum support and practicum completion.
- n) Assist students to apply for ADC-1 UMICAD certification, Alcohol and Drug Counselor-Trainee permits and Licensed Alcohol and Drug Counselor including all testing information and application process.

Priority: Essential

Percent of Time: 30%

3. Grant Coordination

- a) Manage grant activities and budget to meet the unified goals of the grant(s).
- b) Establish and maintain Microsoft Doc/MNC website for DHS Funds.
- c) Keep current MNC webpage and Google Doc for scholarship.
- d) Maintain data records of scholarship applications, awards, emergency funding, and work closely with the financial aid department and business office to deploy the scholarships/emergency funding.
- e) Maintain all survey data; develop reports, and analysis of program data for DHS quarterly or bi-annual reports.
- f) Report data and attend established meeting times with funding source.

Priority: Essential

Percent of Time: 30%

4. Administrative Coordination

- a) Manage purchase orders and payment authorizations.
- b) Perform routine bookkeeping as needed.
- c) Maintain files.
- d) Develop and produce reports and spreadsheets for the program director in making program decisions.

Priority: Essential

Percent of Time: 5%

5. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner

Priority: Secondary

Percent of Time: 5%

KNOWLEDGES, SKILLS, AND ABILITIES

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.

RELATIONSHIPS

This Position Reports to: Director of Operations

Supervises: N/A

Internal and External Clientele and Purpose of Contact: Faculty, staff, administration, students, and public

PROBLEM-SOLVING

This position requires the employee to have the ability to set job priorities, use analytic reasoning, determine alternatives to challenges that will enhance student experiences and ultimately, student success.

FREEDOM TO ACT

Decision(s) Position Makes, and Decision(s) Referred to Higher Authority

The Grant Coordinator must be able to follow through on the assignments outlined in the position description and college planning documents. Coordination and communication with the student service staff, administration, and faculty are required.

All employees must comply with department and institution procedures and policies, Minnesota State system policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.