



College Lab Assistant 1 – Center & TRIO Academic Support Specialist

Temporary, Part-Time (.60 FTE)

Anticipated Start Date: 08/11/2025

Job ID#: 87962

Minnesota North College – Vermilion Campus in Ely, MN is seeking to fill a temporary, part-time, .60 FTE (24 hours per week) Center & TRIO Academic Support Specialist (College Lab Assistant 1) position.

This position will be responsible for academic support and success coaching to serve a diversified student population and eligible community members, particularly to meet Aspire North & TRIO Student Support Services objectives and in collaboration with AEOA Adult Education.

Work Location: Vermilion Campus in Ely, MN

Work Hours: Monday–Thursday or Tuesday- Friday; 9 am – 3 pm; 24 hours per week.

Salary Range: \$20.58 - \$28.35/hour

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/seqip/>

Deadline to Apply: August 8, 2025 at 12:01 am (midnight on 08/07/2025)

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

Application Procedure:

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

- **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](#).
- **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 #: JR0000003008**
 - https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/MNOR---Vermilion-Ely-Campus/College-Laboratory-Asst-1_JR0000003008

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:

- Post-secondary coursework sufficient to provide support services for students, OR
- 6 months of teaching/tutoring experience at the high school level or above, OR
- An equivalent combination of education and work experience.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.

Preferred Qualifications:

- Demonstrated knowledge of TRIO and SSS programs.
- Experience or training in study skills strategies, learning styles, tutoring, and working with students with disabilities.
- Effective time-management and communications skills.
- Demonstrated skills in computer applications.

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 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.