



Assistant Director of Residential Living

VERMILION CAMPUS

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 Assistant Director of Residential Living (MnSCU Academic Professional 1).

This position is responsible for assisting the director with all aspects of residential hall operations and management, including residential life programming, coordination of cleaning residential housing, administering student code of conduct, placement of all residents and leadership to resident assistants. The Assistant Director will live on-site, share on-call shifts, and have direct contact with residents.

The other primary responsibility includes working closely the Director of Colleges Services and other campus Directors of Residential Living on college wide housing initiatives. The Assistant Director will be available for direct backup support/on call days at other campuses.

Work Location: Vermilion Campus in Ely, MN

Work Hours: Monday – Friday, 40 hours per week

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/>

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree or experience working in an academic related residential life setting and/or student services.
- Effective written and verbal communication skills with strong interpersonal/human relations skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Knowledge of Microsoft Office software and database usage.
- Ability to collect data, assess needs, accurately maintain records and to act independently and make decisions accordingly.
- 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 plan and deliver innovative student life programming.

Preferred Qualifications

- Multilingual or multicultural background or experience working with underserved populations.
- Knowledge of program evaluation methods or principles.
- Ability to supervise work study and residential advisors.
- ISRS (student information system) database.

Application Procedure:

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

DEADLINE TO APPLY: August 18, 2025

- **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 #: JR0000003061**

Please upload the following information with your Workday application:

- Cover letter
- A current resume
- A list of three professional references with contact information

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.