



Customized Training Representative Choice of Hibbing, Itasca, Eveleth, or Virginia Campus

Permanent, Full-Time – MAPE

Minnesota North College – Hibbing, Itasca, Eveleth, or Virginia Campus is seeking a to fill the permanent, full-time (1.0 FTE) position of Customized Training Representative.

This position is responsible for assisting businesses, industry and organizations to meet the need for a skilled workforce through employee and organizational development. Incumbents in this position provide consulting, program development and coordination, assessment and evaluation services, and procurement of grant and funding assistance. Incumbents in this position also act as liaisons with local, state and federal departments and agencies as well as business and industry associations to provide educational and training services to business, industry and organizational clients. Incumbents in this position will also market these services to existing and potential clients.

Work Location: Hibbing, Itasca, Eveleth, or Virginia Campus

Work Hours: Monday – Friday, 40 hours per week

Salary Range: \$30.23 - \$53.58/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

- Experience in areas such as customized training, workforce development, economic development and/or higher education or related fields.
- Experience in sales and/or marketing, and/or account management.
- Highly effective written and verbal communication skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- 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

- Experience in the Mining Industry (Welding, Maintenance Mechanic, Auto/Diesel, Hydraulics, etc.), and/or Safety & Health work.
- OSHA Certification(s) (such as some combination of OSHA 10/OSHA 30, Forklift Driver, CPR/FA, etc.)

Application Procedure:

Please upload the following information with your Workday application:

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

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

DEADLINE TO APPLY: October 29, 2025, at 12:01 am (midnight 10/28/2025)

- **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 #: JR0000003397**
 - https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/MNOR---Hibbing-Campus/Customized-Training-Rep_JR0000003397-1

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.