



## **Human Resources Assistant HR Technician 2**

Permanent, Full-Time – Commissioner Plan, Classified

**JOB ID: 93284**

This position provides Human Resources services and support to the faculty and staff of Minnesota North College in the areas of labor relations, data management and reporting, leave of absences, tuition waiver, onboarding and orientation. This position manages special projects as assigned by the Vice President of Human Resources. Occasional travel to the other Minnesota North College campuses may be required.

**Work Location:** Mesabi Range, Virginia Campus

**Work Hours:** Monday – Friday; 40 hours per week

**Salary Range:** \$24.41 - \$34.24 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/>*

### **Application Procedure:**

**DEADLINE TO APPLY: April 15, 2026 at 12:01 am (04/14/2026 at 11:59 pm)**

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.
  - **To access Jobs Hub:**
    - Log into Workday
    - Open/Add the Jobs Hub app via Menu to browse open job postings, save search criteria for future use, and review your submitted application.
    - To apply for a position on Jobs Hub, click on the posting's Apply button, complete the application, and click Submit. By following these steps, you can help maintain data integrity and streamline the hiring process.
- **Please use Job Requisition #: JR0000004537**
  - [https://minnstate.wd1.myworkdayjobs.com/Minnesota\\_State\\_Careers/job/MNOR---Mesabi-Range-Virginia-Campus/Human-Resources-Technician-2\\_JR0000004537](https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/MNOR---Mesabi-Range-Virginia-Campus/Human-Resources-Technician-2_JR0000004537)

Please upload the following information with your Workday application:

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

## **QUALIFICATIONS:**

### **Minimum Qualifications**

- Experience in Human Resources or Office Administration.
- Strong interpersonal/human relations skills sufficient to counsel employees who have questions.
- Excellent written communication skills in using correct grammar, spelling and punctuation to write and edit reports, letters, note-taking, and other documents.
- Strong organizational skills and the ability to manage multiple priorities effectively.
- Analytical and problem-solving ability sufficient to evaluate complex information, research answers to problems and/or concerns and make decisions and/or recommendations within acceptable timeframes.
- Excellent computer skills including the use of Microsoft products (Word, Excel).
- 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**

- Bachelor's Degree
- Knowledge of collective bargaining agreements, laws and personnel practices.
- Experience in Human Resource information systems.
- Professional experience handling confidential and sensitive information with discretion.
- Leadership experience sufficient to provide direction and coaching to employees and supervisors on a variety of Human Resources matters.

**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.