



Iron Range Engineering Outreach and Student Success Coordinator

MnSCU Academic Professional 3

Permanent, Full-Time – MAPE, Unclassified

Minnesota North College is seeking to fill a permanent, full-time (1.0 FTE) Iron Range Engineering Outreach and Student Success Coordinator (MnSCU Academic Professional 3) position.

The Iron Range Engineering Outreach and Student Success Coordinator for Minnesota North College position will support the full student journey by driving enrollment, retention, student experience, and instructional success within the program. This role serves as a key connection point for prospective, incoming, and current students through recruitment outreach, onboarding, personalized student support, career development support, housing coordination, and community engagement. This position will help create a welcoming, high-performing student environment by removing barriers, fostering a community of care, and connecting students to resources and opportunities. This role contributes to academic excellence through input on curriculum development, classroom instruction, and cultivating industry partnerships that provide meaningful, real-world project experiences for students.

Work Location: Minnesota North College - Mesabi Range, Virginia Campus

Work Hours: Monday – Friday; 40 hours per week

Salary Range: \$28.75 – 42.16 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/>*

DEADLINE TO APPLY: September 15, 2026 at 12:01 am (midnight on 09/14/2026)

Application Procedure:

This posting is open to current Minnesota North College employees only.

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

Please upload the following information in Workday:

- Cover letter
- A current resume
- A list of three professional references with contact information
- Unofficial copies of academic transcripts and licenses (official will be required at time of hire);
- **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 #: JR0000005678**

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree.
- Two years of experience in engineering practice or college program recruiting or industry relations or higher education program delivery
- Knowledge of equipment used in engineering learning, industry, and design.
- Demonstrated ability to effectively communicate verbally and in writing.
- High degree of resourcefulness, innovation, creativity, attention to detail, public relations, team building, problem-solving, and conflict resolution.
- Valid Minnesota Driver's License.

Preferred Qualifications

- Master's degree
- Demonstrated ability to establish strong professional relationships with stakeholders.
- Ability to participate in program development and assessment.
- Experience teaching engineering design.
- Experience teaching technical engineering concepts.
- Experience with lab safety regulations.
- Knowledge of classroom technology.
- Strong understanding of engineering concepts, professional skills, and engineering disciplines.
- Demonstrated commitment to fostering a diverse working and learning environment.

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, along with Minnesota North College, is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we encourage applications from women, minorities, persons with disabilities and individuals with protected veteran status. 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. Affirmative Action/Equal Opportunity Employer, Veteran Friendly.

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College – Mesabi Range Virginia

Employee Name:	Position Control Number:
Department/Division: Engineering	Classification Title: Academic Professional 3
Prepared By: Cody Mann	Working Title: Iron Range Engineering Outreach and Student Success Coordinator
☒ Non-Exempt ☐ Exempt: ☐ Executive ☐ Professional ☐ Administrative	<i>If Exempt, attach required documentation</i>
☒ Unlimited ☐ Seasonal ☐ Temporary ☐ Limited	If seasonal, list months during the season worked
☒ Full-time ☐ Part-time ☐ Intermittent Percent if not full-time _____ %	Date Prepared: 6/12/2026

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

The Iron Range Engineering Outreach and Student Success Coordinator position will support the full student journey by driving enrollment, retention, student experience, and instructional success within the program. This role serves as a key connection point for prospective, incoming, and current students through recruitment outreach, onboarding, personalized student support, career development support, housing coordination, and community engagement. This position will help create a welcoming, high-performing student environment by removing barriers, fostering a community of care, and connecting students to resources and opportunities. This role contributes to academic excellence through input on curriculum development, classroom instruction, and cultivating industry partnerships that provide meaningful, real-world project experiences for students.

PRINCIPAL RESPONSIBILITIES AND RESULTS

1. Lead enrollment development, recruitment, and outreach efforts.

- Conduct high school visits and coordinate STEM engagement activities.
- Collect and track prospective engineering student contact information and conduct individual follow-up outreach, serving as the primary point of contact.
- Coordinate and host individual and group campus visits, including scheduling faculty, staff, and student involvement.
- Plan and execute larger recruiting events hosted by the engineering program.
- Lead onboarding efforts for incoming students.

Priority: Essential

Percent of Time: 30%

2. Instruct, tutor, and mentor students in the development of their technical, professional, and design capabilities.

- Work alongside engineering faculty to continue developing and improving the engineering design sequence.
- Participate in program evaluation and identify opportunities for improving the program's delivery of technical, design, and professional content.

- c. Plan, deliver, and assess engineering design content for students to continue building upon their technical knowledge, problem-solving skills, team-based communication abilities, and professional confidence.
- d. Coordinate industry-sponsored and community-based design projects for students and collaborate with faculty and other stakeholders to ensure projects are well-scoped, relevant, and supportive of student learning outcomes.
- e. Tutor and mentor engineering students outside of the classroom.
- f. Develop and lead career development sessions to assist students in the job search process.

Priority: Essential

Percent of Time: 30%

3. Build regional partnerships and lead student retention efforts by supporting the student community.

- a. Build and maintain relationships with businesses, industry partners, and community partners that provide practical, hands-on learning experiences for students.
- b. Plan and participate in community-building activities to improve students' experiences.
- c. Produce and distribute a weekly newsletter to the IRE community, including articles, additional learning opportunities, and upcoming events.
- d. Establish operating procedures and processes including program goals and work plans.
- e. Work alongside campus faculty and staff to support students in navigating resources, such as academics, finances, registration, and program logistics.
- f. Meet with students one-on-one regularly to track progress, provide guidance in long-term planning and next-step decision-making, and to create action plans for academic or personal challenges.

Priority: Essential

Percent of Time: 20%

4. Lead student housing efforts for Iron Range Engineering students.

- a. Maintain a partnership with the City of Chisholm to collaborate on maintaining student housing facilities.
- b. Support maintenance, inventory, and cleanliness standards at student housing.
- c. Supervise and train Resident Assistants.
- d. Provide emergency response support related to student housing, enforce housing policies, and address violations.
- e. Coordinate housing for prospective student visits, faculty visits, and special events.
- f. Manage student housing contracts, assignments, and compliance.

Priority: Essential

Percent of Time: 15%

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 *(expected to have to enter job)*

- Bachelor's degree.

- Two years of experience in engineering practice or college program recruiting or industry relations or higher education program delivery.
- Knowledge of equipment used in engineering learning, industry, and design.
- Demonstrated ability to effectively communicate verbally and in writing.
- High degree of resourcefulness, innovation, creativity, attention to detail, public relations, team building, problem-solving, and conflict resolution.

Preferred Qualifications

- Master's degree.
- Demonstrated ability to establish strong professional relationships with stakeholders.
- Ability to participate in program development and assessment.
- Experience teaching engineering design.
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- Knowledge of classroom technology.
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- Demonstrated commitment to fostering a diverse working and learning environment.

RELATIONSHIPS

This Position Reports to:

Engineering Director - MnSCU Administrator 6

Supervises:

Work Study students on the Mesabi Range Virginia Campus and Resident Assistants at Iron Range Engineering's student housing in Chisholm, MN.

Internal and External Clientele and Purpose of Contact *(the most significant job-related contacts)*

Engineering program students

Prospective engineering students

College faculty, staff, and administration

Employees of the Minnesota State system & institutions

Members of the surrounding communities

Industry leaders and representatives

PROBLEM SOLVING:

This position will be expected to identify problems, understand authority regarding possible action to be taken, and have the spontaneity and confidence to act. This position is required to exercise independence, judgement, and sensitivity when working with individuals to address problem areas. It is expected that input will be solicited from college and partner stakeholders when appropriate. The IRE Outreach and Student Success Coordinator will develop and recommend solutions, which may lead to change within the program.

FREEDOM TO ACT

Budget: \$5,000

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

All employees must comply with department and institution procedures and policies, Minnesota State policies and

procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

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