Job Class: Student Worker ParaProfessional Sr. – Job Posting 44821
Working Title: Text4College Student Worker

Who May Apply: Open all qualified job seekers
Date Posted: 3/27/2021
Closing Date: 4/12/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office/AFSCME
Division/Unit: Academic & Student Affairs
Appointment Type: Temporary/Part-time
Work Shift/Work Hours: Day Shift
Days of Work: To be determined
Travel Required: No
Salary Range: $16.48 - $20.09/hourly
Classified Status: Unclassified
Bargaining Unit/Union: 207/Technical/AFSCME
Work Area: Minnesota State System Office
FLSA Status: Non-exempt
Connect 700 Program Eligible: Yes

Job Summary:

This is a part-time position that will work up to 20 hours a week and may last up to 12/31/2021. There are 2 open positions.

We are currently teleworking due to COVID until June 30, 2021.

This position will be involved in assisting the Program Director of AIR Text4College Summer Melt Study in efforts to review, analyze, and assist students and applicants using SignalVine software and on-line texting procedures and referrals.

Under the direction of the program director, the incumbent will assist with analysis of text inquiries, track communications, and assist in developing messages and responses. The student worker will assist in dissemination of work product for review and consultation and will participate in on-going trainings.

The incumbent will attend regular staff meetings and will have the opportunity to learn and experience real world, higher education system level work. The person in this position will be
exposed to innovative software and will be able to learn the process for automated text communications and the result on enrollment.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

Minimum Qualifications:

In lieu of a resume, we are asking for a letter that explains how you meet the qualifications. Please provide examples.

- Junior or Senior level undergraduate student studying education, student affairs, communications or related field.
- Experience or coursework in conducting research.
- Excellent critical thinking/problem solving skills.
- Excellent organizational skills including strong attention to detail.
- Excellent oral, written, and communication/presentation skills.
- Skill in use of computers and/or CRM.
- This position requires training in FERPA regulations and will need to complete training prior to communicating with applicants.

Preferred Qualifications:

- Experience or coursework in analyzing and reporting of data.
- ISRS experience.
- Graduate student studying higher education, communications, or related field.

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s Vehicle use criteria and consent to Motor Vehicle Records check.
Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at http://mn.gov/employee-relations/labor-relations/Labor.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: Work at Minnesota State!

How to Apply

External Applicants: Go to the State of MN’s career site at http://www.mn.gov/careers.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities 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 actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.