

Minnesota State Energy Center Communications Coordinator

Position Details

Position Information

Classification Title	MnSCU Academic Professional 2
Working Title	Minnesota State Energy Center Communications Coordinator
Position Type	Staff
Division	Minnesota West Community & Technical College
Department	Academics
Unit	Agriculture, Business & Trades
Location	Any Minnesota state college campus
FLSA	Non-Exempt
Full/Part Time	Full Time
FTE	1.0
Employment Condition	Unlimited
Work Shift	
Work Schedule/Hours/Days	
Posting Details	Minnesota West Community & Technical College seeks a Communications Coordinator for the Minnesota State Energy Center of Excellence.
Salary Minimum	\$22.38
Salary Maximum	\$32.49
Salary Type	Hourly
Bargaining Unit/Plan	214, MAPE

Job Description

The Communications Coordinator positions exists to develop, coordinate, and manage communications projects as identified by the Minnesota State Energy Center of Excellence (MSECOE) Executive Director. All projects are collaborative with Minnesota State College and University partners, the Minnesota Department of Education, energy industry partners, sector specific groups and the Minnesota Energy Consortium Steering Committee. This position exists to determine the best methods of media development and engagement, delivery, and communication per project, often with overlapping timelines.

- Required Qualifications**
- Bachelor's degree OR two years of professional experience, OR an equivalent combination of post-secondary training, education and/or experience that demonstrates knowledge, skills and abilities in the area of digital media communications across a wide variety of electronic media.
 - Creative and analytic thinker with in-depth knowledge of communication strategies and processes, including strong familiarity with social media strategies, tools and platforms.
 - Proficiency in web analytics including but not limited to Google Analytics.
 - Familiarity with design and content aesthetics/functions specific to Web and electronic media.
 - Ability to interact and relate well with all segments of the educational community and external stakeholders.
 - Ability to coordinate and motivate cooperation among colleges, universities, high schools, businesses, and the community.
 - Ability to communicate orally and in writing to diverse audiences and motivate others through written and oral presentations; excellent interpersonal skills.
 - Understanding of basic principles of marketing and ability to design and produce creative, original, compelling, brand compliant content and marketing materials that are audience appropriate and adhere to the Minnesota State branding requirements.
 - Ability to direct and coordinate multiple related assignments and tasks; recording the completion of assignments.
 - Ability to set priorities and meet deadlines.
 - Strong organizational skills and attention to detail.
 - Computer skills and a working knowledge of the Microsoft Office Suite applications
 - Ability and willingness to work a flexible schedule involving travel throughout the State of Minnesota.
 - Able to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse multicultural workplace.
 - Some travel required.

- Preferred Qualifications**
- A bachelor's degree in communications, marketing or related field.

- Work experience in developing a communications plan to include social media and outreach promotional materials.
- Previous work experience in the Minnesota State College and University system.
- Experience with project management/coordination.

Other Requirements

All applicants must be able to lawfully accept employment in the United States at the time of employment.

About

Minnesota West Community and Technical College is a student-centered, open-access community and technical college within the Minnesota State Colleges and Universities system. The college provides transfer, occupational and career programs, workforce training, educational outreach and life-long learning opportunities. The College is committed to accomplishing its mission: Dedicated to serving the varied educational needs of our diverse populations in affordable, accessible and supportive settings.

Minnesota West Community and Technical College is a comprehensive community and technical college with five southwestern Minnesota campuses: Canby, Granite Falls, Jackson, Pipestone, and Worthington and learning centers in Luverne and Marshall Minnesota. Students have the opportunity to earn an Associate Degree, Diploma, or Certificate in more than 60 disciplines.

Benefits Info

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including 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. Tuition waiver is available for employees and dependents.

Posting Detail Information

Posting Number F032P

Number of Vacancies 1

Re-posting No

Desired Start Date

Position End Date (if temporary)

Open Date 11/22/2021

Close Date 12/19/2021

Open Until Filled No

Accept Applications Yes

Special Instructions Summary

You must apply online and attach an electronic cover letter and resume to your online application in order to be considered for this position. Paper applications and resumes will not be considered. If you have a disability and need a reasonable accommodation to participate in this selection process, please contact the American with Disabilities Act Coordinator at 507-223-1335. For TTY, call Minnesota Relay Services at 7-1-1- or 1-800-627-3529.

Posting Contact

Human Resources 507-223-1352

Equal Employment Opportunity Statement

Minnesota West Community & Technical 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.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Minnesota West website
 - College employee
 - Social Media
 - Higher Ed jobs
 - Other

Documents Needed to Apply

Required Documents

1. Resume/CV
2. Cover Letter

Optional Documents

