Job Openings for University of Northwestern - St. Paul and Northwestern Media
As of 10/24/2018

The following is a summary of information regarding open positions at University of Northwestern - St. Paul and Northwestern Media. Current Northwestern job postings, along with full job descriptions, can be found on our website (<https://jobs.unwsp.edu>).

Please contact jobs@unwsp.edu <mailto:jobs@unwsp.edu> or 651-631-5146 with any questions.

**FACULTY**

**ADJUNCT FACULTY, Department of Business**

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Business.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00116
FACULTY

ADJUNCT FACULTY AND UNIVERSITY SUPERVISOR OF TEACHER EDUCATION CANDIDATES, School of Education

Responsible to provide excellence in teaching and mentoring through the fulfillment of the mission and strategic goals of the School of Education.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00119
FACULTY

ADJUNCT FACULTY, Department of English and Literature
Part-time, as needed

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of English and Literature. To teach ENG1105 Composition beginning Jan 9, 2017.

QUALIFICATIONS: Master's degree plus significant relevant professional experience and previous teaching experience preferred in the area being taught.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00120
FACULTY

ADJUNCT FACULTY - ECONOMICS, Department of History and Related Fields
Part time - Contract

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of History and Related Fields.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00121
FACULTY

INTERNAL: VIOLIN ADJUNCT FACULTY, Department of Music and Theatre
Part Time

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Music & Theatre. Part-time instructor needed for Studio Lessons in Violin.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00122
FACULTY

ADJUNCT FACULTY, Department of Psychology

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Psychology

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00123
FACULTY

ADJUNCT FACULTY, Adult Undergraduate

Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals for the College of Adult & Graduate Studies (CAGS). CAGS offers accelerated programs in various formats allowing individuals to complete their bachelor’s degree by attending class one night per week on-site, online, or in a blended course structure.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00125
FACULTY

ONLINE ADJUNCT FACULTY, Undergraduate Pathways
Part-time, as needed

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Undergraduate Pathways. Undergraduate Pathways offers semester-based, traditionally paced online courses in fall, spring and summer semesters. Adjunct is responsible to monitor discussion forums, respond to student questions and concerns, grade student work, and facilitate course with a regular and consistent online presence.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00127
FACULTY

ADJUNCT FACULTY, Math & Engineering Department

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Math and Engineering department.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00179
FACULTY

ADJUNCT FACULTY, Graduate Studies

Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals for the College of Adult & Graduate Studies (CAGS). CAGS offers accelerated programs in various formats allowing individuals to complete their master's degree by attending class one night per week on-site, online, or in a blended course structure.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00184
FACULTY

ADJUNCT FACULTY, World Languages Department

The Department of World Languages is in need of building a pool of adjunct instructors for various courses as they become available.

The current need is for a Spanish instructor November 2016 – January 2017.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00186
FACULTY

ADJUNCT FACULTY OF ENGINEERING, Math & Engineering Department

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Math and Engineering department.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00188
FACULTY

ADJUNCT FACULTY, Biology & Biochemistry Department

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Biology & Biochemistry department.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00236
FACULTY

ADJUNCT FACULTY, Department of Communication

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Communication.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00273
FACULTY

CLINICAL ADJUNCTS, Nursing Department
Part-time, as needed

The program provides a Christ-centered, biblically-based, service-focused nursing curriculum through a blended-learning approach to course design. The responsibilities of the adjunct member are to individual courses he/she is assigned. The adjunct member is responsible for clinical outcomes assessment and clinical activities and experiences.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00343
FACULTY

ASSISTANT/ASSOCIATE PROFESSOR and PROGRAM COORDINATOR of Criminal Justice
Psychology Dept; Full-time

PURPOSE: Responsible to provide excellent in teaching and leadership of the criminal justice and law enforcement program, consistent with the mission and strategic goals of the Psychology Department and the University of Northwestern- St. Paul.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00354
FACULTY

ADJUNCT FACULTY, Biology and Biochemistry Department

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Biology and Biochemistry department.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00355
FACULTY

ASSISTANT/ASSOCIATE PROFESSOR / PROGRAM DIRECTOR – GRADUATE STUDIES & ADULT UNDERGRADUATE, Adult & Graduate Studies (Sioux Falls, SD) Academic Affairs: Full time; Sioux Falls, SD Location

PURPOSE: Provide administrative, instructional, and advising leadership for the Bachelor of Science in Business Management (BSM), the Master of Business Administration (MBA), and the Master of Organizational Leadership (MOL) for the Office of Adult & Graduate Studies (A&GS) within the College of Graduate, Online & Adult Learning. This position is 50% instructional and 50% program director.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00395
ADJUNCT FACULTY, Graduate Studies (Sioux Falls, SD)
Part time; Contract position

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals for the College of Graduate, Online & Adult Learning (C-GOAL). The Office of Adult & Graduate Studies (A&GS) offers accelerated programs in various formats allowing individuals to complete their Master's degree by attending class one night per week on-site, online or in a blended course structure. Courses at the Sioux Falls location are blended. This position is located in Sioux Falls, SD.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00396
FACULTY

ADJUNCT FACULTY, Adult Undergraduate (Sioux Falls, SD)
Part time: Contract

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals for the College of Graduate, Online & Adult Learning (C-GOAL). The Office of Adult & Graduate Studies (A&GS) offers accelerated programs in various formats allowing individuals to complete their Bachelor's degree by attending class one night per week on-site, online or in a blended course structure. This position is located in Sioux Falls, SD.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: F00399
CONTENT CREATOR / AIR PERSONALITY / MUSIC DIRECTOR
KTIS RADIO; Full-time

The Content Creator / Air Personality portion of this position includes creating daily content for both on-air and online that complements and enhances the ministry of KTIS. The Music Director responsibilities include crafting daily music logs which consistently reflect the tastes and passions of target demographic while maximizing the flow of KTIS.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: M00087
ON-AIR ANNOUNCER, WNW (Madison, WI)
Part-time (20 hours/week)

This half-time (20 hours/week) position in Madison, WI will provide local in-house, on-air announcing. The person in this role will also create content and voice track material for assigned broadcasts to complement and enhance the ministry of WNW and assist with social media and digital content.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: M00176
MEDIA

DIRECT RESPONSE/DATA COORDINATOR
KTIS; Part-time (approx 20 hours/week; including some early evening hours)

The Direct Response/Data Coordinator will assist the Direct Response Manager with Donor Communications and Record Keeping.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: O00175
ASSISTANT TRACK & FIELD THROWS COACH
Part-time; approx. 10-15 hours per week, weekday afternoons and some Saturdays, mid-December through mid-May

Assist Head Coach in all aspects of practice and meet preparation and execution. Assist in scouting and recruiting prospective athletes as well as scouting opponents. Teach, train and evaluate student athletes. Assist Head Coach with evaluation and submission of grades for Physical Education credit.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: D00036
STAFF

DIRECTOR OF THEATRE PRODUCTION - DANCING AT LUGHNASA, Department of Theatre Drama, Part-Time

Responsible to provide production support that may include directing, design, managing, or other professional services in an area of need.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: D00040
ASSISTANT TRACK & FIELD SPRINTS COACH
Part-time; approx. 10-15 hours per week, weekday afternoons and some Saturdays, mid-December through mid-May

Assist Head Coach in all aspects of practice and meet preparation and execution. Assist in scouting and recruiting prospective athletes as well as scouting opponents. Teach, train and evaluate student athletes. Assist Head Coach with evaluation and submission of grades for Physical Education credit.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: D00044
STAFF

ASSISTANT COACH, MEN'S LACROSSE
Part-time (Feb - Mid-May); Two positions available.

Assist Head Coach in preparation and conduct of practices and games; assist in recruiting as needed.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: D00105
VICE PRESIDENT for INSTITUTIONAL ADVANCEMENT
Advancement; Full-time

PURPOSE: Provide leadership, planning, development, management and implementation for the advancement functions of the University.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: E00004
STAFF

DIRECTOR OF DUAL ENROLLMENT, Office of Dual Enrollment
Dual Enrollment: Full-time

PURPOSE: Responsible to maintain and grow Dual Enrollment programs and semester-length online courses and programs. The Manager provides leadership and assessment support for Dual Enrollment and semester-length online courses and programs.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: E00054
STAFF

HR CONTRACT ASSISTANT
Human Resources; Part-time

This part-time (approx. 15 hrs/week) human resources position will provide support to assist in maintaining the employee contracts process, faculty tracking, and data entry.

If you are very detail-oriented with the ability to process data accurately, we encourage you to apply by visiting our website at https://jobs.unwsp.edu/.

Position Number: O00186
FINANCIAL AID COUNSELOR, Financial Aid/College of Graduate, Online & Adult Learning (CGOAL)
Full time: Financial Aid, CGOAL

PURPOSE: Responsible to counsel students and parents in the financial aid process, in order to provide students every opportunity to attend University of Northwestern – St. Paul. Assist in awarding financial aid in a manner that supports the mission and community of University of Northwestern – St. Paul.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: P00031
STAFF

INSTRUCTIONAL DESIGNER & TECHNOLOGIST, Online Learning Office
Online Learning Office; Full-time

Design, develop, and support the delivery of quality curriculum and user experiences

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: P00039
STAFF

ACADEMY OF MUSIC INSTRUCTOR
Academy of Music; Part-time

Responsible to provide weekly private lessons to members of the community.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: P00104
STAFF

FINANCIAL AID COUNSELOR, Financial Aid
Full-time: Financial Aid

PURPOSE: Responsible to counsel students and parents and award financial aid, according to established policies, in order to provide an opportunity for more students to attend University of Northwestern – St. Paul. Assist in awarding financial aid in a manner that supports the mission and community of University of Northwestern – St. Paul.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: P00143
ASSISTANT DIRECTOR, Child Development Center
Early Childhood Development; Full-time; 2-3 days work 9:30 -6:00 and 2-3 days 7:30 - 4:00 depending on staffing needs

To ensure that the program is a warm, nurturing, safe, and loving Christian environment for each child, staff, and parent; as well as to ensure the ongoing welfare of the program in accordance with its philosophy, mission statement, and requirements of the Minnesota Department of Human Services. To coordinate all the office duties of the Child Development Center to maintain a smooth and efficient office, functioning cooperatively with all Child Development Center staff and other departments of the University.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: P00218
STAFF

SENIOR ACCOUNTING ANALYST II
Accounting Services; Full-time

Under the direction of the Controller, the Sr. Accounting Analyst II will be responsible for developing and manipulating complex financial models, including the annual budget and new business proforma statements. The Sr. Accounting Analyst II will be the point person for the University's variance analysis, margin analysis and Key Performance Indicators (KPI's) that help support key decision making. This position must also ensure the proper and timely recording of financial transactions in the general ledger in accordance with GAAP. The candidate should be a highly motivated self-starter and possesses a constant drive for continuous improvement. The candidate should demonstrate a strong aptitude towards systems and business processes.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: P00227
AV SERVICES ASSISTANT TECHNICIAN
Event Services; On-call, part-time (evening and/or weekend hours)

To provide audio visual (AV) support at times when the workload demands additional staff.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for job description, qualifications, and application.

Position Number: P00233
STAFF

DIRECTOR OF COMMUTER LIFE
Student Life; Part-time (20 hours/week)

This part-time (20 hours/week) position oversees services and programs to maximize growth in the lives of traditional undergraduate, commuting students. This includes both collective and individual attention to students' overall well-being such that they are equipped to thrive and succeed, both inside and outside of the classroom.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: P00273
STAFF

VIDEO SYSTEMS ENGINEER - Knight Performance Hall
Event Services; Part-time (approx. 20 hours/week)

This part-time (approx. 20 hours/week) position assists in developing, operating, programming, maintaining, and training others regarding all aspects of the Knight Performance Hall's video systems.

This position will help create great first and last impressions for everyone who enters Knight Performance Hall, leaving them looking forward to returning. We're looking for an individual who will champion excellence in their work and service.

Please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: P00291