Job Openings for University of Northwestern - St. Paul and Northwestern Media
As of 9/11/2023

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 or 651-631-5146 with any questions.

**FACULTY**

ASSISTANT/ASSOCIATE PROFESSOR OF ACCOUNTING, School of Business
School of Business: Full-Time

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals of the School of Business. The ideal start date for this position is August 15, 2023. Review of applications will begin on February 1, 2023. References will be checked upon scheduling interview.

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

Position Number: F00027
FACULTY

ADJUNCT FACULTY, School of Business

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

Please see the University of Northwestern website (https://unwsp.edu/about-us/employment) 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://unwsp.edu/about-us/employment) 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.

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, 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 Graduate, Online & Adult Learning (CGOAL). CGOAL 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

ADJUNCT FACULTY, Office of Dual Enrollment
Part-time, as needed

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Office of Dual Enrollment. Dual Enrollment 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, Department of Art & Design

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Art & Design.

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

Position Number: F00154
FACULTY

ADJUNCT FACULTY OF MATHEMATICS, Department of Computing, Data, and Mathematical Sciences

Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Computing, Data, and Mathematical Sciences.

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 Graduate, Online & Adult Learning (CGOAL). CGOAL 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 OF ENGINEERING, Department of Engineering

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

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

Position Number: F00188
ADJUNCT FACULTY OF BIOLOGY, Department of Biology & Biochemistry

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

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://unwsp.edu/about-us/employment) for job description, qualifications, and application.

Position Number: F00273
FACULTY

Adjunct Nursing Faculty, School of Nursing
Part-time, as needed

Responsible to provide excellence in teaching and/or other assigned duties consistent with the mission, philosophy, and program outcomes of the School of Nursing (SON). The responsibilities of the adjunct faculty member are dependent on assignments, which include, but are not limited to coordination of individual courses, clinical and/or laboratory positions, and supportive positions of the School of Nursing. Participation in program and curricular planning, implementation, evaluation, and continuous improvements is strongly recommended.

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

Position Number: F00343
FACULTY

ADJUNCT FACULTY OF CHEMISTRY, Department of Biology and Biochemistry

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

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

Position Number: F00355
MEDIA

PROGRAM DIRECTOR/ON AIR HOST
Life 96.5, KNWC; Sioux Falls, SD; Full-time

Life 96.5-KNWC, a Northwestern Media station in Sioux Falls, SD is looking for a focused Program Director and on-air talent. LIFE 96.5 is a highly respected and connected radio station reaching out to our community with the love of Christ. As Program Director / Drive-Time Host you would fill the vital role of shaping the on-air content of Life 96.5 as well as impacting our listening audience with an engaging drive-time music show.

If creating and executing a strategic plan, contributing to a fun-loving and hard-working team, and sharing the message of Christ with our amazing Sioux Falls listeners resonates with your passion and skills, you may be just who we're looking for.

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

Position Number: M00100
LISTENER ENGAGEMENT DIRECTOR / ON-AIR HOST, Life 102.5 - WNWC Radio

Madison, WI; Full-time

The Listener Engagement Director / On-Air Host creates and executes Life 102.5 / WNWC Listener Engagement efforts, developing and nurturing relationships with listeners, local ministries, churches and community groups in an effort to increase the visibility and impact of Life 102.5 in the Madison area; and hosts a daily on-air music segment.

Please see our website (https://jobs.unwsp.edu/) for job details and application.

Position Number: M00129
MEDIA

ASSISTANT PROGRAM DIRECTOR / ON-AIR HOST
WCIC (Peoria, IL); Full-time

WCIC, a Northwestern Media station in beautiful and vibrant Peoria, IL, exists to reach listeners with the message of God's compelling love and hope. As Assistant Program Director / On-Air Host you would fill the vital role of helping shape the on-air content of WCIC and impacting our listening audience with an engaging music show.

If you're a seasoned host with at least three years of broadcasting experience; you know what it takes to create and execute a strategic plan; you have the personality to contribute to a fun and uplifting environment; and you're passionate about serving our amazing Peoria listeners, you may be just who we're looking for!

Position Number: M00211
LISTENER ENGAGEMENT DIRECTOR / ON-AIR HOST, KSLT
Rapid City, SD; Full-time

The Listener Engagement Director / On-air Host creates and executes KSLT listener engagement efforts and collaborates in the utilization of new media, web development, and promotional efforts of KSLT FM. In this role you will develop and nurture relationships with local ministries, churches, and community groups in an effort to increase the visibility and impact of KSLT in the Rapid City area while also providing on-air content.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: M00293
VOICE TRACKER, Life 88.5/KJNW
Kansas City, MO; Part-time (approx. 10 hrs/week)

Located in Kansas City, the part-time (10 hrs/wk) Voice Tracker creates content and voice tracks material for assigned broadcasts, complimenting and enhancing the ministry of KJNW.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: M00301
MEDIA

ASSISTANT PROGRAM DIRECTOR / ON-AIR HOST, KCVO
Camdenton, MO; Full-time

The KCVO Assistant Program Director/On-Air Host provides on-air announcing complementing the vision of KCVO and Northwestern Media, and assists the Program Director with station programming, branding, and imaging needs.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply. Please include a link to your air-check/media sample with your application (preferred) or email a file separately to jobs@unwsp.edu

Position Number: M00307
MEDIA

OPERATIONS MANAGER/ON-AIR HOST
Life 88.5/KJNW (Kansas City, MO); Full-time

The Operations Manager / On-Air Host is responsible to facilitate strategic development, assuring brand integrity, and provide oversight of programming and engagement for Life 88.5, KJNW as well as hosting a daily on-air show.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: M00313
MEDIA

PROMOTIONS/LISTENER ENGAGEMENT ASSISTANT
WBGL/Media, Part-time (16 hours/week)

This part-time position is 16 hours per week and includes a variety of tasks related to listener engagement for WBGL.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: O00196
MEDIA

AUDIENCE ENGAGEMENT SPECIALIST
Faith Radio (St. Paul, MN); Full-time

If you love people and are great with details, this may be the role for you! The Audience Engagement Specialist assists the Audience Engagement Director with all promotions, and events to maximize listener engagement and represent the Faith Radio brand in the community. This position is also responsible to measure initiative effectiveness and pursue ideas to reach new target audiences, including but not limited to external marketing campaigns, network expansion, and digital development.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: O00220
STAFF

Graduate Assistant, Track & Cross Country
Athletics; Part-time (8/1/2023 - 5/31/2024)

Position Summary: Responsible to assist in day-to-day operations of track & cross country on campus.

Qualifications: Bachelor's degree and acceptance into a Master's Degree Program required. CPR/First Aid Certification and successful background check required. Ability to maintain a flexible schedule, including some weekends. Ability to travel with team to scheduled events.

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

Position Number: D00078
STAFF

ASSISTANT COACH, WOMEN'S LACROSSE
Athletic Department; Part-time

This part-time (Feb – mid-May) Assistant Coach position will assist the Head Coach in preparing and conducting practices and games; and will assist in recruiting as needed.

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

Position Number: D00091
STAFF

CREATIVE SERVICES COORDINATOR AND ASSISTANT COMMUNICATIONS COORDINATOR
Athletics; Full-time (10-months/year)

To provide support in the areas of sports information, communication, and athletics administration.

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

Position Number: D00127
MAINTENANCE WORKER
Campus Facilities/Services; Full-time

The Maintenance Worker will perform general maintenance work involving plumbing repairs, service and repair to air conditioner units, minor electrical repair, light carpentry, and boiler operation and maintenance, as well as assist with supervision of workers as needed.

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

Position Number: L00030
STAFF

SERVICE ASSOCIATE TEAM LEADER
Campus Facilities; Full-time

The Service Associate Team Leader is responsible for the overall cleanliness of University buildings, supervising evening shift custodial staff and coordinating activities of employees engaged in custodial responsibilities.

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

Position Number: L00033
STAFF

SERVICE ASSOCIATE/PROJECTS
Campus Facilities; Full-time (Sunday – Thursday 3pm – 11:30pm)

The Service Associate/Projects position is responsible for special project cleaning of campus buildings, and other support duties.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: L00073
STAFF

EXECUTIVE ADMINISTRATIVE ASSISTANT to the VP for Finance/CFO and Associate VP of Business Services
Part-time (20 hours/week), Hybrid Schedule Option

The Executive Administrative Assistant coordinates the administration of the Vice President for Finance and Operations/CFO office and the Associate Vice President of Business Services office to maintain a smooth and efficient office functions, interacting cooperatively with all division staff.

This is a part-time (20 hours/week) position that includes the option of a hybrid work schedule, working on-site approximately one day per week.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: O00003
CAREER SUCCESS PARTNER
Career & Leadership Development; 3.4-time: 32 hrs/week; 12 months/year

The Career Success Partner will provide a holistic approach to professional development opportunities that includes facilitation, training, and coaching for students and alumni in career preparation including the operations of experiential conglomerates. Guide, disciple, and coach students as it related to integrating faith and vocational discernment, direction, and decisions. Assist with projects, events, and program implementation in collaboration with staff, UNW departments, employers and external partnership associates. Supervise and ensure the marketing, communication, implementation, execution, and success of Career & Leadership Development (C&LD) programs and student support.

This specific role will focus on one of two cluster industry majors; the first cluster being Arts and Human Services or the second cluster being Business or STEM collectives, including dual responsibility with the College of Graduate, Online & Adult Learning.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: P00030
STAFF

ADMISSION COUNSELOR - Traditional Undergraduate Program, Admissions
Admissions; Full-time

The purpose of the Admission Counselor is to increase the number of students enrolling at University of Northwestern – St. Paul by identifying and working closely with qualified prospective students and the people who influence their decision-making process. Manage a geographical territory and meet enrollment goals with creativity, persistence, personal appeal, and a compelling message.

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

Position Number: P00091
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

SYSTEMS ANALYST
Information Technology; Full-time

THIS POSITION INCLUDES THE OPTION OF SOME REMOTE WORK

The Systems Analyst will provide requirements analysis, software design, configuration, implementation, integration, and maintenance for organizational systems. The role will also provide technical/data analysis for projects prioritized.

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

Position Number: P00206
STAFF

ADMISSIONS COMMUNICATION SPECIALIST
Admissions; Full-time

PURPOSE: Create captivating and compelling messaging for distribution to prospective students through the department’s Constituent Relationship Management (CRM) system and the University website. In partnership with Enrollment Marketing, increase inquiries, event attendance, applications, campus visits, and matriculation rates through outstanding communications.

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

Position Number: P00209
STAFF

ON-CALL AV SERVICES ASSISTANT TECHNICIAN
Information Technology; 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

CAREER SUCCESS COORDINATOR/TEST CENTER PROCTOR
Career Development & Academic Achievement; Full-time

CAREER SUCCESS COORDINATOR (70%): Supports efforts to provide students with enriching career development and leadership opportunities which includes experiential learning experiences (local and abroad). The Coordinator assists the efficient functioning of the office by performing various program responsibilities, office tasks, and assisting with the coordination and presentation of essential programs.

TEST CENTER PROCTOR (30%): The Testing Center Proctor provides proctoring services for students with disabilities who receive testing accommodations as well as make up exams for all students.

Please visit our website at https://jobs.unwsp.edu/ to view job details and apply.

Position Number: P00306
STAFF

ADMISSIONS SPECIALIST, OFFICE OF CGOAL ADMISSIONS
CGOAL Admissions; Part-time

The Admissions Specialist will assist with supporting the enrollment goals of the Office of Admissions through lead qualification. This position will work with admissions counselors to create and carry out a calling and scoring plan.

This position is part-time (6 hours per week) for 10 months of the year (August – November, January – April, June – July). This position is eligible for remote work.

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

Position Number: P00373
STAFF

ADVANCEMENT MARKETING MANAGER
Marketing and Communications; Full-time

The Advancement Marketing Manager exists to lead and execute strategies that inspire Northwestern constituents to engage with the university's programs and offerings, leading to financial donations. Under the oversight of the Senior Director of Marketing, the manager is charged with facilitating the development, implementation and execution of a comprehensive advancement marketing and communications strategy. A strategic-thinker who can translate big-picture marketing vision to implementable operational plans, the manager is a dot-connector who must understand how all of our marketing efforts can work together to build our brand and accomplish goals on behalf of the Advancement team.

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

Position Number: P00392