Job Openings for University of Northwestern - St. Paul and Northwestern Media
As of 10/19/2017

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 missions and strategic goals of the School of Business.

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

Position Number: F00027
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

PURPOSE: 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

ADJUNCT FACULTY, Department of Psychology
Instructor needed for Spring 2016

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
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
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

ASSISTANT/ASSOCIATE PROFESSOR OF NURSING, School of Nursing
Full-time, 10 Month Faculty Contract
Two (2) positions available

Responsible to provide excellence in teaching consistent with the mission, philosophy, and program outcomes of the School of Nursing. The responsibilities of the faculty member are to individual courses to which he/she is assigned. The faculty member is responsible for theory preparation and delivery, course preparation, course outcomes assessment, syllabi, and classroom/clinical activities/experiences. Participation in program and curricular planning, implementation, evaluation, and continuous improvements is also required.

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

Position Number: F00333
FACULTY

ASSISTANT/ASSOCIATE PROFESSOR OF NURSING, School of Nursing
Full-time, 10 Month Faculty Contract
Two (2) positions available

Responsible to provide excellence in teaching consistent with the mission, philosophy and program outcomes of the School of Nursing. The responsibilities of the faculty member are to individual courses to which he/she is assigned. The faculty member is responsible for theory preparation and delivery, course preparation, course outcomes assessment, syllabi, and classroom/clinical activities/experiences. Participation in program and curricular planning, implementation, evaluation, and continuous improvements is also required.

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

Position Number: F00339
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

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 OF ENGINEERING, Department of Mathematics & Engineering
Full-time; Contract

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Mathematics & Engineering department.

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

Position Number: F00387
ASSISTANT/ASSOCIATE PROFESSOR OF CIVIL ENGINEERING, Department of Mathematics & Engineering
Full Time Contract position, 10 months

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Mathematics & Engineering department.

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

Position Number: F00390
MEDIA

AFTERNOON DRIVE HOST / CREATIVE SERVICES
KNWI (Des Moines, IA); Full-time

Christian AC Life 107.1 has an Afternoon Drive/Creative Services position available! If you enjoy engaging listeners on-air as well as through imaging and production, consider joining our passionate, supportive team. Des Moines is market #71 and is a great place to raise a family. Life 107.1, a Northwestern Media station, invests in its people and its media resources, which provides a great combination for a successful career.

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

Position Number: M00120
MEDIA

OFFICE COORDINATOR
KFNW Radio, Fargo, ND; Full-time

Serve as first point of contact for guests, visitors, and friends of KFNW; also responsible for a variety of office duties and tasks to help maintain smooth and efficient operations.

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

Position Number: O00027
MEDIA

WEB DEVELOPER
Northwestern Media; Full-time

Support the digital projects at Northwestern Media by providing web development capabilities, technical guidance, and collaboration with the digital media team as it provides services to a network of radio stations.

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

Position Number: P00282
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 FINANCE AND OPERATIONS/CHIEF FINANCIAL OFFICER

Reporting to the President and serving as an integral member of the senior management team, the Vice President for Finance and Operations (VP)/Chief Financial Officer (CFO) will be responsible for the development and implementation of the University of Northwestern's financial management strategy and contribute to the development of the organization's strategic goals.

In addition to the strategic components, the VP/CFO is responsible for developing and implementing progressive and sophisticated policies and procedures in both the finance and general operational realms. This is an outstanding opportunity for a finance executive with operational experience and a proven record of accomplishment, creative problem solving, and change management to join a growth-oriented, mission-driven organization.

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

Position Number: E00003
Service Associate - Projects
Campus Facilities; Full-time (Sundays 11am – 7:30pm; Monday – Thursday 6am – 2:30pm)

Responsible for the overall cleanliness of University buildings. Perform work projects and room set-ups and tear-downs.

The schedule for this full-time position is Sundays 11am-7:30pm & Mon – Thurs 6am – 2:30pm.

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

Position Number: L00010
Service Associate, Child Development Center
Campus Facilities Services; Part-Time, 15 hours/week; Monday-Friday 6:00 p.m. – 9:00 p.m.

Position Summary: Responsible for the overall cleanliness of the Child Development Center.

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

Position Number: L00012
STAFF

MAINTENANCE WORKER, Campus Facilities/Services

Perform general maintenance work involving plumbing repairs, service and repair to air conditioner units, minor electrical repair, furniture assembly and light carpentry.

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

Position Number: L00028
STAFF

Food Service Coordinator
Child Development Center; approx 28 hours/week, 12 months/year
M-W 8:00 am – 1:30 pm, Th 8:00 am – 2:30 pm, F 8:00 am – 1:30 pm

Position Summary: To ensure the nutritional and health needs of each child are met within a warm, nurturing, safe and loving Christian environment. Additional duties include ensuring the ongoing welfare of the program in accordance with its philosophy, mission statement, and requirements of the Minnesota Department of Human Services.

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

Position Number: L00059
STAFF

Temporary Office Coordinator
Full-time through Dec 31, 2017; Admissions Department

PURPOSE: Oversee on-campus contact experiences for Admissions Office guests. Create a positive first impression and service that exceeds customer expectations. Coordinate the functions and procedures of the front office, manage data processes for prospective students, and provide administrative assistance as needed.

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

Position Number: O00105
STAFF

TICKET OFFICE DIGITAL MARKETING COORDINATOR
Event Services; 3/4-time (approx 30 hours/week)

PURPOSE:
Oversee and maintain ticket office system and digital media needs, as well as managing and putting on-sale campus events.

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

Position Number: O00149
STAFF

STUDENT ACADEMIC ADVISOR
College of Graduate, Online & and Adult Learning (CGOAL); Full-time

PURPOSE:
Assist students with planning for and achieving their educational goals within UNW's programs. Lead and serve as representatives of Christ in educational ministry. Focus on academic excellence, seeking continuous improvement in programs, policies, and practices. Support student success in reaching their academic, personal, and professional goals. Build partnerships with students and staff that strengthen the University of Northwestern community.

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

Position Number: P00015
ASSISTANT DIRECTOR, Child Development Center  
Early Childhood Development, Full time

PURPOSE:
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

AUDIO VISUAL SERVICES TECHNICIAN/PRODUCTION COORDINATOR
Information Technology; Full-time

PURPOSE:
Coordinate maintenance, installation, and use of audio visual (AV) systems for all areas of the organization, excluding Knight Performance Hall.

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

Position Number: P00219
STAFF

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

TECHNICAL SUPPORT SPECIALIST
Information Technology, Full-time

Assist in building and maintaining customer relationships by providing excellent technical assistance and support to Northwestern faculty, staff, and students in person, via telephone, or electronically.

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

Position Number: P00276
STAFF

CLINICAL AND OPERATIONS MANAGER, School of Nursing
School of Nursing; Full-time

PURPOSE: This position manages multiple requirements in the day-to-day operations of UNWSP’s pre-licensure nursing program. These requirements include Minnesota Board of Nursing regulations, nursing accreditation standards, hospital and healthcare agency credentialing of faculty and students (background checks, finger printing, immunization records, and identification requirements), agency affiliation agreements, clinical site coordination, student clinical and course schedules, and licensure applications. The position also manages multiple activities associated with program administration such as aligning catalog and handbook policies, compiling annual reports, and coordinating site visits, nursing advisory board meetings, and prospective student visit days. This position works in collaboration with other UNWSP departments in processing information, overseeing systems operations, and ensuring the efficiency and effectiveness of solutions in support of meeting nursing program requirements.

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

Position Number: P00281
STAFF

DEVELOPMENT RELATIONS DIRECTOR, University Advancement Relations
Institutional Advancement; Full time; 4 year position

PURPOSE: Responsible to plan, cultivate, solicit, and steward a portfolio of annual giving donors and prospective donors for gifts benefiting University of Northwestern – St. Paul.

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

Position Number: P00293