Job Openings for University of Northwestern - St. Paul and Northwestern Media
As of 11/17/2018

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 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

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
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 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

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
MEDIA

ASSISTANT PRODUCER
Faith Radio, St. Paul, MN; Part-time (20 hours/week)

This is a part-time position to assist in the creation of show topics for the Connecting Faith show; book & confirm guests; monitor programming, and assist with technical operations.

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

Position Number: M00153
ON-AIR ANNOUNCER, WNWC (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 compliment and enhance the ministry of WNWC 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

STATION MANAGER, FAITH RADIO
St. Paul/Mpls; Full-time

Northwestern Media, located in Minneapolis/St. Paul, has an opening for Station Manager of Faith Radio. Faith Radio is a group of stations located around the country that offers a blend of preaching, teaching, and compelling conversation to help connect faith to life. The Station Manager is responsible for the overall operation and ministry of Faith Radio; providing leadership, direction, and strategy for the broadcast ministry.

For job summary and application, please visit our website: http://jobs.unwsp.edu/postings/4692

Position Number: M00181
MEDIA

Position Number: M00184
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
STAFF

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
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
STAFF

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

SERVICE ASSOCIATE / BUILDING MANAGER
Facilities; Full-time

Responsible for the overall cleanliness of campus buildings. Supervise and coordinate activities of student employees engaged in custodial responsibilities.

This position is 3pm-11:30pm, five days per week and includes working Saturdays. The other four days may be selected from Monday-Friday when employment begins.

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

Position Number: L00019
**STAFF**

EXECUTIVE ADMINISTRATIVE ASSISTANT to VP FOR STUDENT LIFE  
Student Development; Full-time

Provide administrative support and project coordination for the VP for Student Life, including overseeing the general office functions of the Student Life Department.

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

Position Number: O00022
STAFF

ACCOUNTING SERVICES SUPPORT STAFF
Accounting Office; Full-time

Serve as primary support staff for both the payroll and accounts payable functions. Provide excellent customer service to vendors, faculty and staff by accurately and effectively assisting in the payroll and accounts payable processes.

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

Position Number: 000064
STAFF

HR DATA ENTRY SPECIALIST
Human Resources; Part-time

This part-time (10-15 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
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
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
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

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
STAFF

Career Coach, Career Development
Career Development; Part time, flexible schedule

Provide professional development opportunities, training, and coaching for students and alumni in career preparation. 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, and external employers ensuring the implementation, execution, and success of Career Development programs.

Part time position with flexible hours, either 40 hours week for 9 months or 32 hours week for 12 months.

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

Position Number: P00304
STAFF

CRM DEVELOPER
Information Technology; Full-time

The CRM Developer focuses on the support and customization of UNW CRM application solutions, data integrations and workflow processes. The position requires involvement in production support, documentation, process development, integration, testing, training and deployment and includes developing complex data structures and integrations in support of CRM.

For position summary and to apply, please visit our website at https://jobs.unwsp.edu/

Position Number: P00309