Job Openings for University of Northwestern - St. Paul and Northwestern Media
As of 1/22/2019

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 COMMUNICATION, Department of Communication
Full-time: Contract

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the mission 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: F00042
FACULTY

ADJUNCT FACULTY
Department of Biblical & Theological Studies
Start date of January 2017

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Biblical & Theological Studies.

Current need is for Philosophy courses: Introduction to Philosophy, History of Philosophy, Ethics, and Christian Thought. Responsible to provide excellence in teaching through the fulfillment of the missions and strategic goals of the Department of Biblical & Theological Studies.

Secondary job responsibilities include but are not limited to:
Perform other duties as requested by the Chair of the Biblical & Theological Studies Department.

QUALIFICATIONS:
Minimum Education and Experience:
Master of Arts in Philosophy required
Able to teach Introduction to Philosophy, History of Philosophy, Ethics, and Christian Thought
Available to teach 1-2 hours onsite, 2-3 days per week

Position Number: F00115
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://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
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

ONLINE 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 OF MATHEMATICS, Department of Mathematics & Engineering

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

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
ADJUNCT FACULTY OF ENGINEERING, Department of Mathematics & Engineering

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

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

Position Number: F00188
FACULTY

ASSISTANT/ASSOCIATE PROFESSOR OF PUBLIC RELATIONS, Department of Communication
Full time: contract

PURPOSE: Responsible to provide excellence in teaching through the fulfillment of the mission 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: F00222
FACULTY

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://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 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
FACULTY

ADJUNCT FACULTY, Graduate Studies (Sioux Falls, SD)
Part time; Contract position

Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals for the College of Graduate, Online & Adult Learning (CGOAL). 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

Responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals for the College of Graduate, Online & Adult Learning (CGOAL). 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
FACULTY

ASSISTANT/ASSOCIATE PROFESSOR OF PHYSICAL EDUCATION & HEALTH EDUCATION, School of Education & Department of Physical Education, Health & Kinesiology
Full time contract

PURPOSE: University of Northwestern—St. Paul, Minnesota, seeks an experienced, enthusiastic individual to coordinate, teach in, and provide leadership in its physical education & health education programs, which are jointly administered by the School of Education and the Department of Health and Physical Education, Health, and Kinesiology.

In this position the faculty member will be responsible to provide excellence in teaching through the fulfillment of the mission and strategic goals of the School of Education and the Department of Physical Education, Health & Kinesiology. This person will also be responsible to provide leadership in the physical education & health education programs.

Depending on qualifications and interests, the successful candidate also may be considered to serve as the Chair of the Department of Physical Education, Health, and Kinesiology.

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

Position Number: F00403
98.5 KTIS/Minneapolis has a remarkable opportunity to join the Northwestern Media family as KTIS' new Midday Host and Music Director.

The right person will weave their excitement and knowledge of Christian AC music with their desire to love and vulnerably connect with listeners about life....in order to help them grow in their walk with Christ. Members of the KTIS team are empowered to thrive in a creative, Christ-centered environment which we believe will raise your passion for what you do to new heights.

If you're ready to join a talented group of people in a metro that was again named one of the 10 best places to live in America (US News & World Report), please see the University of Northwestern website (https://jobs.unwsp.edu/) for responsibilities, qualifications, and application.

Position Number: M00087
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
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
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
OFFICE ASSISTANT, DEPARTMENT OF PHYSICAL EDUCATION
Physical Ed, Health, Kinesiology Education, Part Time 20 hrs/week during the academic school Aug-May - some flexibility

PURPOSE:
Provide general clerical and office administration duties for the Department Chair and faculty, maintaining the smooth operation of the department.

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

Position Number: O00048
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: O00064
STAFF

OFFICE COORDINATOR, Center of Academic Programs for Support Services (CAPSS)
Part time: 10hrs/week during academic school year.

Coordinate support for the CAPSS staff as they work with students and direct them to appropriate staff member who can provide assistance and services. Provide office administration and coordinate services within CAPSS to ensure efficient office processes and effective customer service.

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

Position Number: O00099
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

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

DIGITAL MARKETING SPECIALIST
Enrollment Marketing; Full-time

To attract prospective students and increase enrollment by setting effective strategy, creating compelling content, and managing all aspects of digital messaging for the University of Northwestern - St. Paul and its other sites.

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

Position Number: P00124
STAFF

ADMISSIONS COMMUNICATION SPECIALIST, Office of University Admissions 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

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
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

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