Job Openings for University Staff
As of 12/5/2014

The following is a summary of information on posted jobs. Current Northwestern job postings are also listed on our web page (www.unwsp.edu/jobs).

Interested applicants should go to the University of Northwestern - St. Paul web site (www.unwsp.edu/jobs) and select the Application & Hiring Process link to view detailed instructions on the application process.

Application, resume, cover letter should be submitted (preferably via email) to:
- e-mail: jobs@unwsp.edu
- fax: 651-628-3339
- mail: Human Resources, University of Northwestern - St. Paul, 3003 Snelling Avenue North, Saint Paul, MN 55113

Only application materials received via email will receive an automated acknowledgment.

COLLEGE STAFF OPEN POSITIONS

Analyst
Information Technologies, Full-time

Position Summary: Provide project leadership on systems implementation projects including development and maintenance of project plans. Provide knowledge of systems and how they solve issues for the client. Advocate for UNW with vendors and keep a healthy relationship with vendors. Analyze application operational problems and make recommendations for resolution. Provide formal and informal training on a variety of computer application related topics (including projects, programs, and functions) to IT staff and to customers and user department staff as needed. Build positive relationships with customers by working with them in a proactive manner and learning and understanding client business processes and functions. Design, develop, modify, test and implement computer applications. Serve as a trusted and reliable liaison between clients and IT staff, building bridges and representing interests of all parties. Participate in professional development activities. Participate in cross-functional projects.

Qualifications: Bachelor's degree preferred (or equivalent experience and expertise). Minimum of three years of experience that is directly related to support business unit. Knowledge of Banner and supported business systems software experience. Strong knowledge of and experience with software applications, and industry innovations. Strong project management ability. Excellent communication, interpersonal, conflict resolution and written skills. Ability to generate innovative solutions by approaching problems with curiosity and open mindedness. Knowledge of admissions, marketing and financial aid business processes.

Position Number: P00243
Analyst
Information Technology; Full-time

Position Summary: Provide project leadership on systems implementation projects including development and maintenance of project plans. Provide knowledge of systems and how they solve issues for the client. Advocate for the school with vendors and keep a healthy relationship with vendors. Analyze application operational problems and make recommendations for resolution. Provide formal and informal training on a variety of computer application related topics (including projects, programs, and functions) to IT staff and to customers and user department staff as needed. Build positive relationships with customer by working with customers in a proactive manner, learning and understanding client business processes and functions. Learn and understand constituent daily business processes and or functions. Design, develop, modify, test and implement computer applications. Serve as a trusted and reliable liaison between clients and IT staff building bridges and representing interests of all parties. Participate in professional development activities. Participate in cross-functional projects.

Qualifications: Bachelor's degree, or equivalent experience and expertise. Minimum of three years experience directly related to support business unit. Knowledge of Banner and supported business systems software experience. Strong knowledge of and experience with software applications, and industry innovations. Strong project management ability. Excellent communication, interpersonal, conflict resolution and written skills. Ability to generate innovative solutions by approaching problems with curiosity and open mindedness. Knowledge of admissions, marketing and financial aid business processes.

Position Number: P00244
Assistant Controller
Accounting Services; Full-time

Position Summary: Manage the daily financial accounting operations of the University, including oversight of financial reporting, general ledger account reconciliations, annual audit and miscellaneous tax work as well as directing the Accounting, Payroll, and Accounts Payable functions. Manage month-end close process; prepare financial statements and reports. Ensure compliance with federal, state and local tax regulations. Review internal control policies and procedures; design and implement changes as needed. Perform analysis of actual to budget and actual to prior year variances. Manage the Accounting, Payroll, and Accounts Payable functions and staff. Ensure timely and accurate completion of general ledger account reconciliations. Monitor GAAP pronouncement and provide senior management with executive summary for any new pronouncements that impact Northwestern. Oversee the annual audit process working with external audit firm. Provide audit materials, ensure accuracy of materials and prepared audit schedules. Establish designated funds as directed by the Controller, monitor and report on the receipt and use of such funds, obtain and file appropriate documentation on purpose of each fund. Provide training on internal controls and corporate accounting policies and procedures to institutional financial managers, support staff and accounting services team members.

Qualifications: Bachelor's degree in Accounting required; MBA preferred. CPA required. Minimum 5 years' experience required, preferably in a public accounting firm or public auditing firm. Strong general ledger, accounts payable, accounts receivable; payroll working knowledge required. Strong computer skills: proficient in Microsoft Office; knowledge and experience with basic accounting software. Excellent analytical skills and communication skills.

Position Number: P00153
Assistant Men's & Women's Track Coach
Part-time; approx. 15-20 hours per week, weekday afternoons and some Saturdays, January - May

Position Summary: 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.

Qualifications: Bachelor's degree preferred; previous collegiate participation and/or coaching experience also preferred. Ability to maintain a flexible schedule, working weekends and traveling with the team to all scheduled events required. Ability to communicate the uniqueness of University of Northwestern to prospective athletes and their parents. Knowledge and understanding of collegiate sport rules and regulations. Excellent communication skills.

Position Number: D00036
Assistant Men's & Women's Track Coach
Part-time; approx. 15-20 hours per week, weekday afternoons and some Saturdays, January - May

Position Summary: 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.

Qualifications: Bachelor's degree preferred; previous collegiate participation and/or coaching experience also preferred. Ability to maintain a flexible schedule, working weekends and traveling with the team to all scheduled events required. Ability to communicate the uniqueness of University of Northwestern to prospective athletes and their parents. Knowledge and understanding of collegiate sport rules and regulations. Excellent communication skills.

Position Number: D00044
Lead Accounts Payable Coordinator
Accounting Services; Full-time

Position Summary: Ensure accurate processing of invoices and issuance of payment in a timely fashion for the University, Foundation, Lincoln Drive Properties, UNW Student Housing and UMAC. Verify goods have been received or services performed prior to disbursement of funds. Work with vendors on outstanding invoices, requesting refunds of credit balances. Review vendor statements, follow up on outstanding items. Set up vendors, request IRS forms. Complete monthly Compliance filing with State for Non-resident entertainer tax. Complete yearly Compliance 1099 filing. Ensure accurate processing of P-card and expense report transactions. Monitor disbursement activity for compliance. Work closely with Staff Accountant (primary back up); providing training and requesting assistance as needed. Provide ideas for and assist with implementation of process improvements within area of responsibility. Assist with hiring and performance reviews of part-time student staff. Oversee part-time student staff.

Qualifications: Bachelor's degree in Accounting/Finance or equivalent required. Previous directly related experience a minimum of three years required. Ability to work independently without close supervision. Ability to organize work, completing tasks accurately and in a timely manner. Ability to prioritize tasks and pay close attention to detail. Ability to interact with a variety of individuals in a professional, courteous and tactful manner. Accounting/tax knowledge required for compliance filings and processing. Demonstrated proficiency in spreadsheets and working knowledge of Excel, Word. Knowledge of IRS rules & Regulations/GAAP. Excellent customer service skills. Excellent verbal and written communication skills.

Position Number: O00057
Technical Support Specialist
Information Technology; Full-time (This is an Ellucian position at University of Northwestern – St. Paul)

Position Summary: Investigate, resolve software and hardware problems of computer users. Answering, evaluating, and prioritizing incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies. Interviewing user to collect information about problem and leads user through diagnostic procedures to determine source of error. Determining whether problem is caused by hardware such as modem, printer, cables, or telephone. Handling problem recognition, research, isolation, resolution and follow-up for routine user problems, referring more complex problems to supervisor or technical staff. Logging and tracking calls using problem management database, and maintaining history records and related problem documentation. Preparing standard statistical reports, such as help desk incident reports. Consulting with tier II Help Desk Specialists to resolve more difficult, time consuming problems.

Position Requirements.

Qualifications: Associate's degree (A.A.) or equivalent from a two-year college; or two to three years related experience and/or training; or equivalent combination of education and experience. Proficiency with desktop operating systems: Windows XP Pro and Windows 7. Knowledge of Microsoft Office applications: installation, troubleshooting, general instruction. Knowledge of desktop security tools: Windows Firewall, anti-virus, spyware detection/removal tools. Knowledge of desktop productivity tools: desktop imaging software, desktop management software (Altiris), helpdesk ticketing software (Service NOW).

Position Number: NE0032
MEDIA/RADIO STAFF OPEN POSITIONS

Connecting Faith Show Producer
Faith Radio, St. Paul, MN; Part-time (approx 20 hours/week)

Position Summary: Assist in booking guests, the collection of bio information, screen calls, archive related materials and content connected to the Connecting Faith Show Team including their regular contributors, special guests, interviews including video/audio as directed by the Host/Network PD.

Qualifications: High school diploma or GED equivalent required. Minimum of 1 year of basic computer and broadcast operation required. Self-motivated with strong attention to detail. Ability to work independently without close supervision. Knowledge of FCC rules governing on-air operations. Strong customer service skills. Strong communication skills.

Position Number: M00153
Listener Engagement Director / Afternoon Drive Host  
KNWS, Waterloo, IA; Full-time

Develop, plan, and coordinate all Listener Engagement efforts, including the station's community outreach events, concerts, contests, on-air promotion, and other station related initiatives. Build active relationships with vendors and community contacts. Plan and coordinate all listener engagement activities including community appearances, remotes, and concerts.

Host the Afternoon show Monday - Friday, providing compelling content for target demographic. Daily prep time required; additional assignments include maintaining afternoon show blog and weekend voice tracking. Create a friendly & welcoming presence to listeners at assigned events outside the station studios and, at times, outside normal working hours. Record all assigned production material in timely manner. Assist in collecting new names for station database at all events. Develop Media relationships within eastern Iowa; issue press releases and promotional materials.

Qualifications: High school diploma or GED equivalent required; Bachelor's degree preferred. Minimum of two years previous broadcast experience required. Ability to effectively communicate spiritual truths and interact professionally with listeners in a caring and kind manner. Ability to plan and execute an entertaining drive time incorporating production elements and promos. Ability to work a flexible schedule as it pertains to special events. Self-starter with the ability to work in an organized fashion without close supervision, as part of a team, completing projects accurately within deadlines. Knowledge and understanding of radio station and FCC rules relating to broadcasting stations and programming clocks and schedules. Excellent verbal and written communication skills, including excellent public speaking skills.

Position Number: M00131