



**DAKOTA COUNTY**  
**TECHNICAL COLLEGE**

1300 145<sup>th</sup> Street East, Rosemount, MN 55068

11-13-09

<b>Position</b>	Multicultural Student Recruiter/Advisor (MnSCU Academic Professional 1 – Student Services Option)
<b>Position Condition</b>	Full-time, unlimited (MAPE) Occasional evenings and weekends
<b>Application Deadline</b>	December 4, 2009
<b>Start/End Date</b>	ASAP
<b>Location</b>	Rosemount
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Recruit underrepresented students, students of color/ethnic minorities, English language learners, and other prospective students into DCTC and its programs of study.</li><li>• Provide information to students regarding the admissions process and course registration.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Excellent oral and written communication skills</li><li>• Excellent customer relations skills</li><li>• Knowledge of diverse cultural backgrounds, minority communities, supporting agencies and organizations</li><li>• Knowledge of learning styles, disabilities, and the provisions of the American with Disabilities Act.</li><li>• Evidence of the ability to work effectively with diverse populations</li><li>• Computer skills in word processing and databases.</li></ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"><li>• Two years experience in college admissions or academic advising or related experience</li><li>• Bilingual, bicultural</li></ul>
<b>Notice</b>	<i>In accordance with the Minnesota State Colleges &amp; Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
<b>Salary</b>	Commensurate with qualifications and experience Minimum starting pay of \$34,264 per year.
<b>How to Apply</b>	Submit your online application and supporting information to <a href="http://agency.governmentjobs.com/dctc/default.cfm">http://agency.governmentjobs.com/dctc/default.cfm</a>  A cover letter, resume, references and transcript copies will be required as part of the application process.

*Dakota County Technical College is  
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