

Job Posting Date: September 26, 2017

Application Review Date: October 10, 2017

Job Title: Distance Education Program Coordinator (on Williston State Campus)

Location: Williston, ND

Compensation: Commensurate with education and experience
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: Mayville State University is seeking a Distance Education Program Coordinator. This salaried, full time position will be located at the Williston State College (WSC) campus in Williston, ND. The position will be a 10 month position with flexible scheduling to cover position duties throughout the year. The position is responsible for the growth and development of current business, elementary education, early childhood, and other online programs in the Williston and surrounding area, as well as advisement of Williston area and other online degree seeking students. Responsibilities include: Assist distance students with the completion of off campus and online program degree requirements and procedures; Provide direct student support services for students enrolled in off campus and online programs; Market off campus and online programs and recruit students in the Williston and surrounding areas; and Maintain communication with the MSU campus. This position will begin approximately November 16, 2017 (negotiable).

Minimum qualifications:

- Bachelor's Degree
- Experience in program development and management
- Experience in an educational setting, with emphasis on academic and student support services
- Marketing and recruiting experience
- Experience with computer applications including spreadsheets, databases, and word processing
- Must be able to work in a self-directed environment
- Occasional travel is required
- Current driver's license

Preferred qualifications:

- Bachelor's Degree in Business, Elementary Education, or Early Childhood Education
- Master's Degree in Education
- Current teaching license
- PreK-6 teaching experience
- Experience in observing interns for field experiences
- Experience supervising student teachers
- Experience advising students
- Higher education teaching experience
- Experience working with distance education

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript

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Send application materials to: Crystal Beggs HR Director, 330 3rd Street NE, Mayville, ND 58257 or email to crystal.beggs@mayvillestate.edu

For specific questions regarding this position, contact Misti Wuori at 701-788-4631 or email misti.wuori@mayvillestate.edu

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>