

## ANNOUNCEMENT OF VACANCY

### ANOKA-RAMSEY COMMUNITY COLLEGE

Coon Rapids Campus  
College Lab Assistant 1 – Music

APPLICATION DEADLINE: **September 8, 2009**

STARTING DATE: As soon as can be arranged.

RESPONSIBILITIES: This position exists to assist with the overall operation of the Music Division. The lab assistant will allow for efficiency, effectiveness and increased recruitment opportunities, of the Music Division, by coordinating concert accommodations (on and off campus), budget requests and purchasing, and use of materials and equipment.

*We are seeking individuals to enhance the institution as a "College of Choice."*

QUALIFICATIONS: Post-secondary coursework in Music sufficient to provide technical lab services for students, faculty, and staff  
OR  
6 months of teaching/tutoring experience in Music at the high school level or above  
OR  
An equivalent combination of education and work experience

PREFERRED QUALIFICATIONS: Completed Post-secondary degree in Music.  
Excellent organizational skills.  
Experience with materials/equipment and minor repair of musical equipment.  
Familiarity with Macintosh computers and software.  
The applicant should demonstrate knowledge of diverse cultures and populations

***NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, Employees driving on college/university business, whether using a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.***

*Note: Within your application materials please address how you meet the qualifications for this position.*

GENERAL INFORMATION: Anoka-Ramsey Community College, with campuses in Coon Rapids and Cambridge, has been a leading provider of higher education and training in the north suburban area of Minneapolis/St. Paul and East Central Minnesota since 1965. Annually, the college serves more than 10,000 credit learners of all ages as they pursue associate degrees that transfer as the first two years of a bachelor's degree or certificate programs that lead immediately to rewarding careers. The salary range for this position is \$14.28 to \$19.70/hr. Excellent fringe benefits. Anoka-Ramsey Community College is a member of the Minnesota State Colleges & Universities System.

#### APPLICATION PROCEDURES:

Anoka-Ramsey Community College's Application for Employment form and supplemental Protected Class Information forms are located at <http://www.anokaramsey.edu/hr/jobs.cfm>. To complete the application process, mail a letter of application, current resume, Anoka-Ramsey Community College application form, optional Supplemental Protected Class Information form to the following address by the closing date:

**Mail: Anoka-Ramsey Community College  
Search Committee/Plant Maintenance Engineer  
11200 Mississippi Blvd. NW  
Coon Rapids, MN 55433-3499**

**FAX: (763) 433-1461**

**EMAIL: [lisa.waggoner@anokaramsey.edu](mailto:lisa.waggoner@anokaramsey.edu)**

INTERVIEWS: Interviews will be scheduled by the college after the initial screening of applications. Travel expenses are to be paid by the candidate. It is Anoka-Ramsey Community College policy to insure that the selection process for this position is accessible to all candidates. Please contact the Human Resources Office, (763) 433-1160, to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process.

**Anoka-Ramsey Community College is an equal opportunity, affirmative action educator and employer.**

11200 Mississippi Blvd. NW  
Coon Rapids, MN 55433  
An Equal Opportunity Institution