

Ad·Visor

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Tuesday, April 4, 2023

Volume LXVIII No. 14

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This position reports to the City Administrator.

A full job description and on-line application form can be found on the Orange City website at: vibrant.orangecityiowa.com/opportunities/employment/

To apply for this position, please complete the on-line application form and submit a cover letter/resume.

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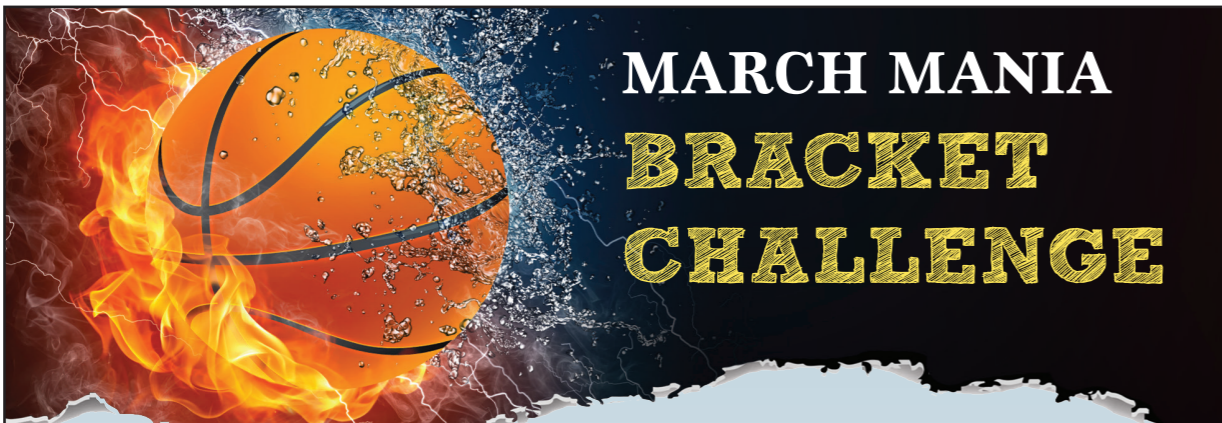
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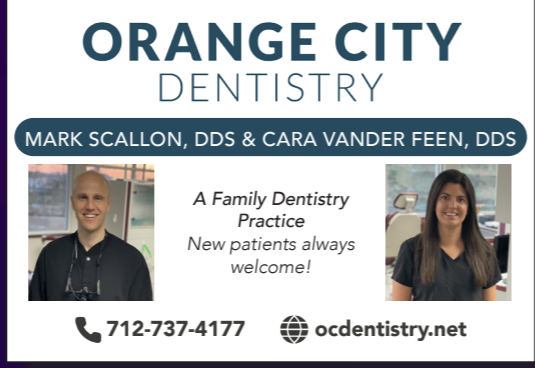


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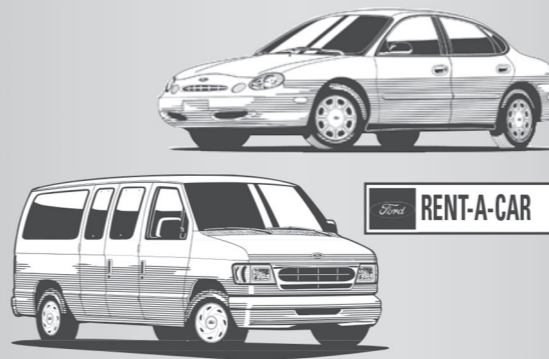



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NORTHWESTERN COLLEGE

ADMINISTRATIVE ASSISTANT (GRADUATE SCHOOL & ADULT LEARNING)

Northwestern College Graduate School & Adult Learning seeks an administrative assistant at ¼-time to support its work with graduate and adult degree-completion programs and continuing education events. This position is integral to supporting a dynamic, fast-paced team in a rapidly growing area of the college.


The ideal candidate will have:

- Initiative by actively and independently seeking out ways to support the team; improve systems; solve problems; improve efficiency; and provide the best possible outcomes to students, participants, faculty and staff served by the department.
- Associate's degree is required; bachelor's degree is preferred.
- Experience working in higher education or a customer service field.

The successful candidate will have an authentic Christian faith and a commitment to Northwestern's mission.

For more information and to apply, go to nwciowa.edu/employment

Northwestern College
Orange City, Iowa



NORTHWESTERN COLLEGE

DIRECTOR OF COUNSELING SERVICES

Northwestern College has a full-time opening for a director of counseling services to begin in August 2023. The director of counseling services is a leader in promoting campus wide mental health programming. Responsibilities include directing the Wellness Center and supervising staff, providing education for employees and students, responding to crisis situations, and providing professional therapy for residential students.

This salaried position requires 36-40 hours per week during the academic year (mid-August through mid-May), excluding college breaks. Summers are off. Full benefits package included. Position comes with excellent administrative support, professional liability insurance, and paid professional development opportunities.

Qualifications include a master's degree in clinical or counseling psychology, clinical social work, or marriage and family therapy. Must possess Iowa licensure. Preference given to candidates with at least three years post-licensure experience. Candidates should have a vital and vibrant Christian faith, integrated with their approach to and philosophy of counseling, as well as experience with and a passion for college students.

The successful candidate will have an authentic Christian faith and a commitment to Northwestern's mission.

For more information and to apply, go to nwciowa.edu/employment

Northwestern College
Orange City, Iowa



DORDT UNIVERSITY

Signature Events Coordinator (Full-time)

- Coordinate signature events on campus and regional off-campus events for the Dordt University Alumni and Admissions Offices.
- Lead and organize annual Dordt Discovery Days camp.
- Some travel will be required.

Enjoy a competitive salary, great benefits, and an exciting campus culture.

To view job description/apply go to dordt.edu/jobs

Dordt University
700 7th St NE
Sioux Center, IA 51250
(712)722-6011
hr@dordt.edu

Dordt University endeavors to diversify its staff within the framework of its mission. The commitment of the university to nondiscrimination on the basis of age, color, disability, gender, national or ethnic origin, or race is consistent with federal and state requirements for nondiscrimination in employment.



NORTHWESTERN COLLEGE

NEXT PROGRAM ASSISTANT

Northwestern College has a 9-month (mid-August to mid-May) opening for a part-time assistant for the NEXT program: a program for college-age students with intellectual and developmental disabilities. The NEXT program assistant will provide overall support and assistance to our co-directors for approximately 12-15 hours per week.

Among primary responsibilities are working with students in the program, including leading PE classes or personalized physical fitness sessions; leading monthly cooking classes; occasionally teaching NEXT classes; transporting students to and from community jobs; job coaching; assisting students as they navigate their classes and coursework; occasional evening support of students; and finding, training and supporting NEXT student mentors.

The ideal candidate will have, at minimum, a bachelor's degree and knowledge and experience working with persons who have disabilities.

The successful candidate will have an authentic Christian faith and a commitment to Northwestern's mission.

For more information and to apply, go to nwciowa.edu/employment

Northwestern College
Orange City, Iowa

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AD-VISOR CLASSIFIED AD deadline for Tuesday paper is Monday at 12 noon. (tnc)

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Full-time position
• Process all admission applications
• Manage transcript and ACT/SAT information
• Maintain and utilize the office customer relations management systems (Salesforce & Colleague)
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Individuals committed to the mission of the University are encouraged to apply.
To view job descriptions/apply or go to dordt.edu/jobs
Dordt University
700 7th St NE
Sioux Center, IA 51250
(712)722-6011
hr@dordt.edu

HAPPY BIRTHDAY
Don Schreur's 90th birthday will be celebrated with a come-and-go gathering at Landsmeer Ridge Retirement Community on **Wednesday, April 5, from 3:00 to 5:00 pm** in the Fireside room.
There will be live music and refreshments. All are invited to join with Don as an expression of gratitude to God for life's many blessings.

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2023 summer rec sign-up opens may 1
View all activities and classes on line at: orangecityiowa.com/activities/rec-programs
• Registration opens May 1, 8:00 am
• All registration to be completed on line
• Registration ends May 26
• Some program sizes are limited
• Contact Mitch for additional information: prdir@orangecityiowa.com or (712)707-4885
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Orange City City-Wide GARAGE SALES
Ad-Visor
Saturday, April 29
All ads must be in by noon on Friday, April 21
• Each ad will receive 2 garage sale signs
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DORDT UNIVERSITY
Graduate Assistant Athletics Administration
Dordt University is accepting applications for a Graduate Student Assistant who will assist the director of athletics in providing leadership for Defender athletics. The positions involve a 2-year commitment. Benefits include tuition discounts for the Dordt University Master of Education - Sports Leadership Program, campus housing, meal benefits, and more.
A bachelor's degree and admission into Dordt's graduate program is required.
Individuals committed to the mission of the university are encouraged to apply.
To review a complete job description or apply go to dordt.edu/jobs
Dordt University
700 7th St NE
Sioux Center, IA 51250
Phone: (712)722-6011 Email: hr@dordt.edu

NORTHWESTERN COLLEGE

BASEBALL GRADUATE ASSISTANT

- Assist in fostering a highly competitive and positive team culture where high-quality relationships with fellow coaches and players are emphasized.
- Assist in leading the pitching staff, preparing practice plans, recruiting, and coaching first base during varsity games, along with batting practice and other pregame duties.
- Bachelor's degree and acceptance into the Northwestern College Master of Education program or an online program elsewhere is required.

This GA position is for a 10-month period (August to May-could start earlier). 2- to 3-year position determined by program of study. Compensation includes a stipend, graduate tuition for the Northwestern College program, and housing with an on-campus meal plan.

The successful candidate will have an authentic Christian faith and a commitment to Northwestern's mission.

For more information and to apply, go to nwciowa.edu/employment

Northwestern College
Orange City, Iowa



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DORDT UNIVERSITY

Human Resources Coordinator
(Full or Part-Time Options Available)

- Provide diversified support for the office of Human Resources to support faculty and staff and communicate with prospective employees.
- Must have strong computer skills, be able to adapt in a fast-paced environment, possess great customer service skills, and excellent organizational and coordination skills.

Those interested in working in a Christian environment on a vibrant university campus are encouraged to apply. Great benefits and competitive wages available.

To view job descriptions/apply or go to dordt.edu/jobs

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700 7th St NE
Sioux Center, IA 51250

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