NOTICE OF VACANCY

DATE OF NOTICE:  May 20, 2010

POSITION:  Graduate Assistantship, Biology/Chemistry Tutor, Center for Academic Success

DATE OF APPOINTMENT:  August 23, 2010

APPLICATION DEADLINE:  Open until filled.

SALARY RANGE:  Up to $9,000 plus tuition stipends, dependent upon availability of funds, period of appointment and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
The graduate assistants will assist in the general operation of the Center for Academic Success, providing academic support services to students enrolled at MSU. Responsibilities include day-to-day supervision of undergraduate peer tutors, managing special projects with special populations, presenting seminars and workshops, maintaining records, tutoring in specific subject areas and performing other duties as assigned.

QUALIFICATIONS:
Applicant must have a Bachelor's Degree and be eligible for admission to a Minnesota State University, Mankato graduate program. Appointments are contingent upon acceptance into a graduate degree program.

OTHER CONSIDERATIONS:
Preference given to applicants admitted to a graduate program (and/or having an undergraduate major or minor) in Biology and/or Chemistry. Applicants with a background in Physics will be considered. Strong writing, speaking and interpersonal skills preferred. Preference given to applications with prior tutoring experience or with prior work experience in the Center. Ability to tutor a wide range of subjects in the general education curriculum is also preferred. Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
Potential for renewal of appointment beyond the initial period of employment is contingent upon satisfactory performance and available funding. Graduate Assistants are required to enroll for a minimum of six graduate credits per semester and must maintain a 3.0 GPA. Appointments will be made from the pool of applicants available at the deadline specified above. If a vacancy occurs during the academic year, all applications on file will be considered. All applications in the pool for 2010-2011 become inactive on May 6, 2011.

Additional information about graduate assistantships at Minnesota State Mankato and application are available at:  http://grad.mnsu.edu/.

TO APPLY:
Submit resume and letter addressing your qualifications for the appointment, completed Graduate Assistantship Application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), unofficial transcripts, and names and phone numbers of three references. Send to Jason Westman.

Name:  Jason Westman, Director
Center for Academic Success
Minnesota State University, Mankato
125 Memorial Library
Mankato, MN 56001

Phone:  (507) 389-1791
TTY:  (800) 627-3529 or 711
FAX:  (507) 389-2726

Minnesota State University, Mankato has a long-standing commitment to diversity and is actively seeking to nurture and enrich its underrepresented communities. Women, minorities, and individuals with disabilities are encouraged to apply.

In accordance with USCIS regulations, successful applicants must be legally able to accept work in the United States.

Requests for reasonable accommodation of a disability during the application and/or interview process should be made to the Office of Human Resources, 507-389-2015 (V), 800-627-3529 or 711 (MRS/TTY). This Vacancy Notice is available in alternative format upon request.

Minnesota State University, Mankato is an affirmative action/equal opportunity University and is a member of the Minnesota State Colleges and Universities System.

Revised 5/08