DATE OF NOTICE: April 21, 2010

POSITION: Graduate Assistant, Center for Children's & Young Adult Books (CCYAB), Library Services

DATE OF APPOINTMENT: August 16, 2010 - May 9, 2011

APPLICATION DEADLINE: Review of applications will begin April 30, 2010 and continue until position is filled.

SALARY RANGE: $4,500 per semester stipend plus full tuition remission up to 18 graduate credits during the academic year (20 hours per week). Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
This graduate assistant works in the CCYAB, an examination center of books for children and young adults. The duties will include but not be limited to the following: under direct Librarian supervision, the CCYAB Graduate Assistant will organize various parts of the collection, assist patrons in accessing and using materials, supervise student work in collection maintenance, develop displays, and ensure that the CCYAB website is updated regularly.

Additional responsibilities for the collection include evaluating books for retention or withdrawal and establishing and maintaining contacts with publishers. The incumbent will help write, edit and design print and electronic booklists and publications and complete preliminary cataloging of books for the collection.

QUALIFICATIONS:
Bachelor’s degree and eligibility for admission into a MSU graduate program. Ability to work independently and as part of a team. Knowledge of and experience with automated library system, word processing and other software programs.

OTHER CONSIDERATIONS:
Good oral and written communication skills preferred. Preference will be given to applicants possessing an ALA-accredited master’s degree. Library experience, undergraduate degree or current graduate work in any of the following fields: Education, Library Media, English, or Technical Communication/Writing is preferred.

RELATED INFORMATION:
Graduate Assistants are required to enroll for a minimum of 6 graduate credits per semester. Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Additional information about the library is available at http://lib.mnsu.edu.

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

TO APPLY:
Please submit a Graduate Assistant Application form (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), application letter, brief resume, unofficial transcripts and a list of references to:

Name: Leslie Peterson, Assistant to the Dean
Library Services
Minnesota State University, Mankato
P.O. Box 8419
Mankato, MN 56001

Phone: (507) 389-2290
TTY: (800) 627-3529 or 711
FAX: (507) 389-5155
E-mail: L.peterson@mnsu.edu

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