

NOTICE OF VACANCY

DATE OF NOTICE: October 22, 2009

POSITION: Graduate Assistant, Center for Excellence in Scholarship and Research (CESR)

DATE OF APPOINTMENT: January 2010

APPLICATION DEADLINE: Priority consideration will be given to applications received by November 20, 2009. Review of applications will continue until the position is filled.

SALARY RANGE: \$4,500 for the spring semester of 2009-2010 academic year (20 hours per week). Benefits include waiver of out-of-state tuition and a tuition stipend for 9 credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:

- Assist library faculty with the development and summary analysis of a departmental survey.
- Work with faculty to transcribe audio tapes and prepare transcripts of individual and group interviews.
- Assist faculty with data entry.
- Assist the Director of CESR with program planning and implementation, marketing CESR programs and services, and providing general administrative support.

QUALIFICATIONS:

- Bachelor's Degree.
- Appointment is contingent upon acceptance into a graduate program at Minnesota State University, Mankato.
- Must be enrolled in six graduate credits per semester.
- Experience as a transcriptionist or having the skills necessary to transcribe tapes and other manuscripts.

OTHER CONSIDERATIONS:

- Preference given to candidates who are familiar with publication guidelines of the Modern Languages Association (MLA), the American Psychological Association (APA), and/or commonly used guidelines.
- Familiarity with NVivo software desirable, but not essential.
- Strong oral and written communication skills.
- Demonstrate initiative and be highly motivated.
- Possess excellent organizational skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:

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

TO APPLY:

Submit resume, completed G.A. Application, letter of interest addressing your qualifications for the appointment, unofficial transcripts, and contact information for three references. **Incomplete applications will not be considered.** Send to:

Name: Steve Bohnenblust, Director
Center for Excellence in Scholarship and Research
Minnesota State University, Mankato
228 Wigley Administration Center
Mankato, MN 56001

Phone: (507) 389-6278
TTY: (800) 627-3529 or 711
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E-mail: stephen.bohnenblust@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