NOTICE OF VACANCY

DATE OF NOTICE: February 1, 2010

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

DATE OF APPOINTMENT: August 2010

APPLICATION DEADLINE: Priority consideration will be given to applications received by March 22, 2010. Review of applications will continue until the position is filled.

SALARY RANGE: $9,000 for the 2010-2011 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 faculty by editing scholarly manuscripts or other scholarly writing projects.
• Provide consultation about grammar, sentence structure, scholarly writing style, and publication standards.
• Assist the Director of CESR with program planning and implementation, and providing general administrative support.
• Assist with creation and maintenance of the content of web pages associated with CESR.

QUALIFICATIONS:
• Applicant must have a Bachelor’s Degree.
• Appointment is contingent upon acceptance into a graduate program at Minnesota State University, Mankato.
• Graduate Assistants are required to enroll in six graduate credits per semester.

OTHER CONSIDERATIONS:
• Preference given to graduate students enrolled in the Technical Communication program, or in another graduate program emphasizing written communication and/or technical writing.
• Preference given to candidates who are familiar with publication guidelines of the Modern Languages Association (MLA), the American Psychological Association (APA), and/or other commonly used guidelines.
• Preference given to applicants who possess strong oral and written communication skills, demonstrate initiative, be highly motivated, and possess excellent organizational skills.
• Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
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 graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/.

TO APPLY:
Submit a resume, completed G.A. Application, letter of interest addressing qualifications listed above, unofficial transcripts, and contact information for three references. Incomplete applications will not be considered.

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  
FAX: (507) 389-5459  
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