DATE OF NOTICE: April 30, 2010

POSITION: Graduate Assistant, Center for School-University Partnerships

DATE OF APPOINTMENT: August 23, 2010 - May 6, 2011

APPLICATION DEADLINE: May 17, 2010, or until filled.

SALARY RANGE: $9,000 for academic year appointment; 20 hours per week. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
The selected candidate will work with the staff in the Center for School-University Partnerships (CSUP) to provide assistance in all program areas. Responsibilities include working with the CSUP Director and Administrative Assistant on Professional Development School (PDS) activities, Bush Educational Achievement Initiative activities, writing and editing the CSUP magazine (published two times each academic year), data collection and evaluation from CSUP research projects, working with the College of Education web designer to maintain and update the CSUP website, and logistical coordination of staff meetings, events and retreats.

QUALIFICATIONS:
This position requires collaborative work with Minnesota State Mankato faculty and staff, school districts and students from partner districts and Minnesota State Mankato students on projects coordinated by CSUP, however, the position also requires candidates to work independently on projects.

OTHER CONSIDERATIONS:
Preference will be given to candidates who are able to provide evidence of proficiency in data management and use of Microsoft Excel. Strong written and oral communication skills are preferred. Experience in an educational setting preferred, as well as experience working in collaboration with diverse participants to create and maintain collaborative partnerships.

RELATED INFORMATION:
The Center for School-University Partnerships (CSUP), housed in the College of Education at Minnesota State University, Mankato, was established in 1988. It acts as a liaison between P-12 institutions and post-secondary programs involved in educator preparation, and focuses on developing and supporting partnerships between the College and schools/communities. 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 resume and letter addressing your qualifications for the appointment, complete Graduate Assistantship Application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), unofficial transcripts, names and phone numbers of three references, and a writing sample. Send to:

Name: Jill Ryan, Administrative Assistant
Center for School-University Partnerships
Minnesota State University, Mankato
117 Armstrong Hall
Mankato, MN 56001

Phone: (507) 389-1217
TTY: (800) 627-3529 or 711
FAX: (507) 389-2838
E-mail: jill.ryan@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