

## NOTICE OF VACANCY

**DATE OF NOTICE:** October 21, 2009

**APPLICATION DEADLINE:** November 13, 2009 or until filled.

**POSITION:** Graduate Assistant, Commission on the Status of Women

**SALARY RANGE:** \$2,250 for spring 2010, 10 hours per week. This is a half-time assistantship and provides a tuition stipend of up to 4.5 credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

**DATE OF APPOINTMENT:** January 11, 2010

### RESPONSIBILITIES:

The President's Commission on the Status of Women at Minnesota State University, Mankato is seeking a talented, self-directed graduate student to further the group's work. Responsibilities include: coordinating Commission and PCSW committee meetings, including scheduling and minutes; managing the Commission's internal and campus-wide communication, marketing, and promotion, including managing the Commission website; coordinating annual programs and processes (including the fall reception, research project of the year award selection process, recognition reception, research & professional development grant process); conducting research as directed; and other duties as assigned.

### QUALIFICATIONS:

- Bachelor's degree and be eligible for admission to a Master's degree program at Minnesota State University, Mankato.
- Must be enrolled for at least six graduate level credits per semester.

### OTHER CONSIDERATIONS:

- Preference will be given to those applicants who have experience doing research or other work with gender and diversity initiatives.
- Highly developed interpersonal skills.
- Understanding of the complexity of work related to women's issues.
- Ability to work independently.
- Willingness to learn and work with a diverse group of students, administrators, faculty and staff members.

### RELATED INFORMATION:

The President's Commission on the Status of Women was established in the spring of 2000 as an advisory group to focus on issues of concern to women on campus. The Commission is composed of 18 members representing all bargaining units, the campus affirmative action officer, women's center director, women's studies chairperson, an undergraduate and graduate student, and an administrative liaison to the President.

The Commission serves a three-fold purpose as it pertains to women's concerns and issues.

- To identify and define issues as they emerge and make recommendations to the University on how these issues should be addressed.
- To review progress on recommendations to improve the status of women within this community.
- To provide advice and guidance to the President as the University implements new policies and programs to improve the status of women at the University.

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 and application is available at: <http://www2.mnsu.edu/graduate/Assistantships/assistantships.htm>.

### TO APPLY:

Please send a Graduate Assistantship Application form, cover letter, resume, and transcript to address below. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.

**Name:** Denise Thompson  
PCSW Co-Chair  
Minnesota State University, Mankato  
111 Armstrong Hall  
Mankato, MN 56001

**Phone:** (507) 389-5699  
**TTY:** (800) 627-3529 or 711  
**FAX:** (507) 389-5569  
**Website:** [www.mnsu.edu/csw](http://www.mnsu.edu/csw)

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*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*