NOTICE OF VACANCY

DATE OF NOTICE: January 27, 2010

POSITION: Graduate Assistantships, Communication Studies

DATE OF APPOINTMENT: August 2, 2010

APPLICATION DEADLINE: February 15, 2010, or until filled

SALARY RANGE: $9,000 plus Tuition Waiver provided.
Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
Individuals will teach up to two sections of the basic hybrid communication course each semester. Assistants may also apply to serve as graduate forensic assistants which may have reduced teaching loads.

QUALIFICATIONS:
Applicants must be admitted to the Communication Studies graduate program and have a completed Bachelors Degree prior to Aug. 2, 2010. Admission to the graduate program is based on undergraduate GPA, recommendations, and writing samples. Minimum requirements for admission are an overall 2.75 GPA, with a 3.0 GPA for the last two years of undergraduate study (http://www.mnsu.edu/cmst/programs/grad-program.html#admission). Applicants not meeting the minimum requirements may apply for probationary admission.

OTHER CONSIDERATIONS:
Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
Graduate assistants are required to enroll for a minimum of six credits per semester with at least one course being at the graduate level. Graduate students with a summer appointment must be enrolled for at least one graduate credit.

Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment.

Applications for graduate assistantships will be accepted through the academic year. The initial appointments will be made from the pool of applicants available at the initial application deadline specified above. If other vacancies occur during the academic year, all applicants including those in the original pool and those received after the initial application deadline, will be considered. All applicants in the pool become inactive on July 1, 2011.

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

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU’s vehicle use criteria and consent to a Motor Vehicle Records check.

TO APPLY:
Submit completed Graduate Assistantship Application and a letter addressing your qualifications. All materials previously submitted supporting application for admission to the program may also be used when determining Graduate Assistantship Appointments. Send to:

Name: Dr. Leah White, Acting Chair
Department of Communication Studies
Minnesota State University, Mankato
230 Armstrong Hall
Mankato, MN 56001

Phone: (507) 389-2213
TTY: (800) 627-3529 or 711
FAX: (507) 389-3284
E-mail: leah.white@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