NOTICE OF VACANCY

DATE OF NOTICE: April 13, 2010

APPLICATION DEADLINE: May 24, 2010, or until position is filled.

POSITION: Graduate Assistant, Department of Educational Leadership Research Assistant

DATE OF APPOINTMENT: August 23, 2010 - May 7, 2011

SALARY RANGE: $9,000 (20 hours/week); tuition waiver up to 9 credits per semester at the master's rate per credit. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
Primary responsibilities include support to department faculty with literature reviews, academic writing, data collection, data analysis and general departmental projects. This position will also support the department's marketing efforts.

QUALIFICATIONS:
• Admitted to a graduate degree program in Experiential Education or Educational Leadership.
• Experience in research and academic writing.
• Advanced computer skills.

OTHER CONSIDERATIONS:
• Knowledge of research software (SPSS).
• Knowledge of Microsoft Excel.
• Desire to co-author scholarly publications.
• Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
Graduate assistants must be enrolled for a minimum of six (6) graduate credits each semester. Included in this assistantship is a credit waiver of 9 Master's or Specialist credits per semester. 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:
Provide:
1. A completed Graduate Assistantship application form (http://grad.mnsu.edu/forms/appforgradassistantship.pdf)
2. A cover letter explaining your specific interest in the position
3. A current resume that specifically describes research experience
4. A list of three (3) references (including address, e-mail contact and phone numbers)

Name: Candace F. Raskin, Associate Professor
Department of Educational Leadership
Minnesota State University, Mankato
115 Armstrong Hall
Mankato, MN 56001

Phone: (507) 389-5695
TTY: (800) 627-3529 or 711
E-mail: candace.raskin@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