NOTICE OF VACANCY

DATE OF NOTICE: April 30, 2010
POSITION: Graduate Assistant, College of Extended Learning (Position will be located in Edina, MN @ 7700 France Ave)
DATE OF APPOINTMENT: August 23, 2010 - May 13, 2011

RESPONSIBILITIES:
• 7700 France Office/Facility support – 5:00-10:00pm Monday-Thursday or alternating with student class schedule, 11:00am-4:00pm, Monday-Thursday
• Assist the Director of Twin Cities Partnerships and the Office Manager of 7700 France and Extended Learning Staff
• Assist with web updates
• Participate in making database entries
• Assist with the implementation of web based and paper based surveys
• Proof written materials and assist with data analysis
• Perform set up and assist in coordination of events, at 7700 France campus and when needed for off campus promotional events.
• General office work
• Other duties as assigned

QUALIFICATIONS:
• Completed baccalaureate degree.
• Must be admitted to a Minnesota State University, Mankato graduate program, enrolled in at least six credits of graduate-level coursework each semester of the assistantship, and in good academic standing.
• Proficient and experienced with Microsoft Office (Excel, Word, Power Point).

OTHER CONSIDERATIONS:
• Demonstrated skill to work independently and cooperatively.
• Excellent oral, interpersonal, and writing skills for work with MSU, Mankato site staff, faculty, and students.
• Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
The College of Extended Learning is responsible for continuing education, on-line courses and programs, off campus programs, professional workforce development, and location of undergraduate and graduate programs at the campus site located in a professional office setting located at 7700 France, Edina, MN. Additional information on Minnesota State University, Mankato Extended Learning can be found at: http://www.mnsu.edu/ext.

Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. The initial appointment(s) 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 applications, including those in the original pool and those received after the initial application deadline, will be considered. All applications in pool become inactive on January 28, 2011.

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

APPLICATION DEADLINE: Priority consideration will be given to applications received by May 28, 2010. Application review will continue until the position is filled.

SALARY RANGE: $9,000 for academic year appointment; 20 hours per week; includes tuition waiver of up to nine (9) credits per semester for full-time graduate student candidate selected. Appointments made after the tenth day of classes are not eligible for tuition waiver.

TO APPLY:
Submit electronically:
• Resume
• Letter of Interest which addresses your qualifications for the position Completed Graduate Assistantship Application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), and;
• Names, email and phone numbers of two references.
Incomplete applications (missing any of the above), will not be considered.

Name: Ruth Gregory
Office Manager
Minnesota State University, Mankato
7700 France Avenue
Mankato, MN 56001
Phone: (952) 818-8888
TTY: (800) 627-3529 or 711
FAX: (952) 818-8886
E-mail: ruth.gregory@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