DATE OF NOTICE: April 7, 2010

POSITION: Graduate Assistantship: Program Assistant, Honors Program

DATE OF APPOINTMENT: August 16, 2010 - May 17, 2011
- with potential to be extended into 2011-12

APPLICATION DEADLINE: Review of applications will begin on April 26, 2010 and continue until the position is filled.

SALARY RANGE: $9,000 for academic year (20 hours per week). Benefits include waiver of out-of-state tuition rate and tuition stipend for 18 credits a year (9 credits a semester) excluding summer sessions. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
- Under the guidance of the Director, design, coordinate, monitor, and participate in Honors Program activities.
- Provide staff services for Honors Council and Honors Faculty, and provide support for undergraduate students in the Honors Program.
- Serve as program liaison with Learning Community Coordinator(s).
- Hold meetings with students as requested. Duties include general education and honors advising, and scholarship/grant planning.
- Review and critique writing assignments, which include research abstracts, and final research papers.
- Support marketing and recruitment efforts.

QUALIFICATIONS:
- Must have a Bachelor's Degree and be admitted into a Minnesota State University, Mankato graduate program.
- Demonstrated research, leadership, and global citizenship skills.
- Must have basic computer knowledge of Microsoft Excel, PowerPoint, course-management software (D2L, Blackboard, etc.), and web-editing.
- Must be willing to work some evening hours as needed.

OTHER CONSIDERATIONS:
- Experience with a university honors program and/or in serving high ability undergraduate students.
- Experience in leadership development, study abroad, research methods, data collection and analysis, research design, and evaluation methods.
- Preference given to students entering their first year of graduate school and/or doctoral students.
- Strong oral and written communication, organizational, and interpersonal skills preferred.
- Demonstrated ability to work with peers from various racial, cultural, and economic backgrounds.

RELATED INFORMATION:
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 June 30, 2011.

Graduate Assistants must enroll in a minimum of six credits per semester at the graduate level.

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

TO APPLY:
Send Graduate Assistant application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), resume, cover letter detailing how you meet the above qualifications, unofficial transcripts, and names, addresses and phone numbers for three references to the address below.

Name: Chris Corley  
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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.