DATE OF NOTICE: April 21, 2010

POSITION: Graduate Assistant, Interlibrary Loan, Library Services

DATE OF APPOINTMENT: August 16, 2010 - May 9, 2011

APPLICATION DEADLINE: Review of applications will begin June 1, 2010 and continue until position is filled.

SALARY RANGE: $4,500 per semester stipend plus full tuition remission up to 18 graduate credits during the academic year (20 hours per week). Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
Under the direction of the Interlibrary Loan Coordinator, the Interlibrary Loan Graduate Assistant will be responsible for helping interlibrary loan services with: special studies, current service analysis, and area development projects. The incumbent will assist in directing the general operation of the Interlibrary Loan office, managing daily workflow, and processing problematic and/or higher level requests. The candidate will become familiar with the Library’s reference databases, ILL operating systems, and other Library computer information systems such as OCLC.

QUALIFICATIONS:
Bachelor's degree and eligibility for admission into a MSU graduate program. A self-starter with the ability to work independently and can also work within a team environment. Good computer systems knowledge and skills.

OTHER CONSIDERATIONS:
Preference given to applicants who have had coursework or experience in management practices, service evaluation, statistical and/or qualitative analysis, and other skills related to studying processes for efficiency. Experience using Microsoft Excel or a similar spreadsheet program is also preferred. Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
Graduate Assistants are required to enroll for a minimum of six (6) graduate 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 the library is available at: http://lib.mnsu.edu.

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

TO APPLY:
Please submit a Graduate Assistant Application form (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), application letter, brief resume, unofficial transcripts and a list of references to:

Name: Leslie Peterson, Assistant to the Dean
Library Services
Minnesota State University, Mankato
P.O. Box 8419
Mankato, MN 56001

Phone: (507) 389-2290
TTY: (800) 627-3529 or 711
FAX: (507) 389-5155
E-mail: L.peterson@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