NOTICE OF VACANCY

DATE OF NOTICE: March 5, 2010

POSITION: Graduate Assistant, Department of Educational Studies: K-12 & Secondary Programs

DATE OF APPOINTMENT: August, 2010

APPLICATION DEADLINE: Friday, March 26, 2010 or until the position is filled.

SALARY RANGE: 20 hours per week; $9,000 stipend, plus up to 9 hours tuition waiver per semester; resident tuition rate for non-residents. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
Work under the direction of the KSP Coordinator of Initial Licensure to provide assistance with communications among University faculty, University offices, students (undergrad and graduate), and public school teacher mentors; data gathering and analysis related to program evaluation.

QUALIFICATIONS:
• Admitted to KSP Graduate programs in the GTL, MSTL, LME or Ed. Tech. Graduate students in other programs will also be considered.
• Basic computer skills (word processing, Excel, and web page support).

OTHER CONSIDERATIONS:
• Demonstrated ability to communicate efficiently (verbal and written) in a professional setting.
• Demonstrated excellent organizational skills and time management.
• 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. 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: Indicate re: "Initial Licensure GA" in your application materials.
Submit
a) a letter addressing your qualifications for the appointment;
b) completed Graduate Assistant Application (http://grad.mnsu.edu/);
c) unofficial transcripts;
d) resume; and

Only complete applications will be considered.

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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.