NOTICE OF VACANCY

DATE OF NOTICE: March 5, 2010

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

DATE OF APPOINTMENT: August, 2010

APPLICATION DEADLINE: Friday, March 26, 2009 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 Department Chair to provide assistance to all KSP programs by gathering and analyzing data for program evaluation and improvement processes and analyze data generated from department research.

QUALIFICATIONS:
• Admitted to KSP Graduate programs in the GTL, MSTL, LME or Ed. Tech. or admitted to another graduate program within Minnesota State University, Mankato.
• Fluent computer skills in Microsoft Office Suite.

OTHER CONSIDERATIONS:
• Demonstrated ability to communicate and collaborate (verbal and written) in a professional setting.
• Demonstrated excellent organizational skills and time management.
• Understanding and experience with using data for decision-making in schools or related settings.
• Experience with Access database systems, SPSS, qualitative analysis software.
• Training and experience with statistical analysis.
• 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
• names and phone numbers of three references to address below.

Only complete applications will be considered.

Name: Wendy Meyer, Administrative Assistant
Educational Studies: K-12 and Secondary Programs
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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.

Revised 5/08