NOTICE OF VACANCY

DATE OF NOTICE: April 30, 2010

POSITION: Graduate Assistant, Library Services (.5 Music Library, .5 Memorial Library)

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

APPLICATION DEADLINE: Review of applications will begin April 30, 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:
This is a full-time graduate assistantship. The position is half-time (10 hrs/week) in the Music Library and half-time (10 hrs/week) in the Memorial Library.

Music Library responsibilities will include: participate in a broad range of public services and activities including staffing the Circulation Desk in the Music Library, assisting patrons in the location of the Music Library materials and information, instructing users about print and electronic resources, maintaining the collection and assisting in training and supervision of undergraduate assistants. You will also be required to work some evening hours.

Memorial Library responsibilities will depend on applicant qualifications, prior work experience, interest, and other considerations. The responsibilities will be centered in one of the following work areas: cataloging unit (work with music related materials); reference unit; or systems unit (maintaining web pages, working with statistics, developing and maintaining databases, and web programming).

QUALIFICATIONS:
Bachelor’s degree and eligibility for admission into a MSU graduate program. Good computer knowledge and skills.

OTHER CONSIDERATIONS:
Strong detail-oriented, organizational, interpersonal and written communication skills are preferred. Ability to work independently and as part of a team. Preference will be given to applicants possessing an ALA-accredited master’s degree. No experience necessary but previous Library experience is helpful. Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
Graduate Assistants are required to enroll for a minimum of 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