NOTICE OF VACANCY

DATE OF NOTICE: March 3, 2010

APPLICATION DEADLINE: April 1, 2010 and until all positions are filled.

POSITION: Graduate Assistant, Urban & Urban Regional Studies

DATE OF APPOINTMENT: August 2010 and as vacancies occur throughout the year

SALARY RANGE: Tuition remission and up to $9,000 for nine months. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
To provide program advising and information to student majors; to assist in program research and administration; to assist in instruction of students including research, advising, and evaluation.

QUALIFICATIONS:
• Applicants must have a Bachelor’s Degree and be potentially eligible for admission to the Urban & Regional Studies graduate program and not currently denied.
• Graduate assistants are required to enroll for a minimum of 6 credits per semester with at least one course being at the graduate level.

OTHER CONSIDERATIONS:
• Current or potential full-time graduate student status.
• High potential for graduate study as measured by undergraduate GPA, and graduate GPA if any.
• Demonstrated commitment to fostering a diverse working and learning environment.

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. Applications for graduate assistants will be accepted throughout the academic year. 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 deadline, will be considered. All applications in pool become inactive on May 1, 2011.

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

TO APPLY:
Submit resume and letter addressing your qualifications for the appointment, completed Graduate Assistantship Application, unofficial transcripts, and names and phone numbers of three references. Send to:

Name: Director, Urban and Regional Studies Institute
Minnesota State University, Mankato
106 Morris Hall
Mankato, MN 56001

Phone: (507) 389-1714
TTY: (800) 627-3529 or 711
FAX: (507) 389-6377

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