DATE OF NOTICE: May 7, 2010

POSITION: Graduate Assistant, Webmaster, College of Social and Behavioral Sciences

DATE OF APPOINTMENT: August 23, 2010 - May 9, 2010

APPLICATION DEADLINE: May 21, 2010, or until position is filled.

SALARY RANGE: $9,000/academic year (20 hours/week). Tuition stipend up to nine credits; resident tuition rate for non-residents. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
To help maintain Social and Behavioral Sciences’ College web pages and department web pages. To work with the Dean’s Office and department chairs to develop and update SBS web pages and to provide consultation to College faculty who are developing web pages and using computer-assisted teaching and multi-media equipment in their classes. Data management, editing, and other responsibilities as needed.

QUALIFICATIONS:
Graduate student at MSU; computer skills and the ability to teach others about hardware and software; familiarity with multi-media and WEB page construction; ability to work with graphics (i.e., photos or other images).

OTHER CONSIDERATIONS:
Undergraduate degree in one of the social or behavioral sciences or graduate work in one of the social or behavioral sciences. Experience with simple publication programs; excellent written and verbal communication and consultation skills. Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
• Specific details on tuition stipends are available by contacting the Graduate Office. To be eligible for the tuition stipend the appointment must begin no later than the 10th duty day of the term and continue through the last duty day of the term.
• Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level.
• Applications for graduate assistantships 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 application deadline will be considered. All applications in pool become inactive on July 1, 2011.
• Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/.

TO APPLY:
Please submit a letter of application, brief resume, graduate assistant application, unofficial transcripts, and a list of references to address below. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.

Name: Denise Thompson, Assistant to the Dean
College of Social and Behavioral Sciences
Minnesota State University, Mankato
111 Armstrong Hall
Mankato, MN 56001

Phone: (507) 389-5699
TTY: (800) 627-3529 or 711
E-mail: denise.thompson@mnsu.edu

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