DATE OF NOTICE: October 25, 2011

POSITION: Graduate Assistant, Department of Government

DATE OF APPOINTMENT: January 9, 2012 - May 4, 2012

APPLICATION DEADLINE: November 14, 2011 or until position is filled.

SALARY RANGE: Full-time assistantship (20 hours per week) with $4,500 stipend for spring semester appointment. Tuition stipend up to nine graduate credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
The appointee would be expected to work a number of hours consistent with salary, assisting members of the Department of Government, carrying out administrative assignments, aiding with courses, and in research duties. Other duties deemed appropriate could be assigned to the appointee.

QUALIFICATIONS:
- Bachelor’s degree.
- Eligible for admission to an MSU graduate program and must not be provisional or denied status student.
- If the applicant is a beginning graduate student, their overall undergraduate GPA must be at least 3.0.
- If the applicant is already in another graduate program, the graduate GPA will be considered.
- Must be officially enrolled in the Public Administration graduate program, or give evidence of intention to enroll.

Selection of assistants will be based upon GPA (overall and political science), recommendations, special skills, commitment to completing the program as reflected in a written statement.

OTHER CONSIDERATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Good oral and written communication skills.
- Knowledge of statistical methods and computers.

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. Student must be eligible for admission to a Minnesota State University, Mankato graduate program. Graduate Assistants must enroll in a minimum of six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit.

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

TO APPLY:
In order to be considered for this position please submit a 1) letter of application; 2) brief resume; 3) Graduate Assistantship Application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf); 4) list of 3 references; and 5) unofficial transcript. Submit this information to:

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