DATE OF NOTICE: October 26, 2011

POSITION: Graduate Assistantship, Intensive English Language Institute (IELI) Graduate Specialist


APPLICATION DEADLINE: November 4, 2011

SALARY RANGE: $9,500 for spring and summer semesters (20 hours per week). Benefits include waiver of out of state tuition rate and tuition stipend for 18 credits a year (9 graduate credits per semester) excluding summer sessions. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
• Under the guidance of the Director, coordinate recruitment of international students for short term language programs.
• Assist Director in on-line delivery to IELI students.
• Help with assessment, data analysis, academic profile development and record keeping for all enrolled IELI students.
• Mentor and train undergraduate conversation partners and help supervise student employees.
• Help in the development of language support activities for the IELI students. Development may include: tutorial support, study halls, and social activity programming.

QUALIFICATIONS:
• Must have a Bachelor’s Degree and be admitted into the Teaching English as a Second Language (TESL) graduate program at Minnesota State University, Mankato.
• Must be familiar with D2L and online learning forums.
• Must be willing to work some evening hours as needed.

OTHER CONSIDERATIONS:
• Must have excellent oral and written communication skills.
• Preference given to individuals that have experience working with intensive English language programs either in the US or abroad.
• Preference given to individuals who speak English and one other language.

RELATED INFORMATION:
The Intensive English Language Institute (IELI) is a department within the College of Extended Learning. The English Institute supports the language development and cultural adjustment needs of new IELI students. This position will be supervised by the Director of the IELI. For more information on the College of Extended Learning or the IELI www.mnsu.edu/el/.

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:
Submit a Graduate Assistantship Application available at http://grad.mnsu.edu/forms/appforgradassistantship.pdf, resume and a cover letter addressing your qualifications for the appointment.

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Minneapolis 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