NOTICE OF VACANCY

DATE OF NOTICE: March 31, 2015
POSITION: Graduate Assistant: Master of Accounting Program (MAcc)
APPLICATION DEADLINE: April 24, 2015 (or until filled)
DATE OF APPOINTMENT: August 17, 2015
SALARY: Up to $9000 plus tuition stipends, dependent upon availability of funds, period of appointment and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: The graduate assistant will assist in the general operation of the Master of Accounting (MAcc) at Minnesota State University, Mankato. Responsibilities include day-to-day supervision of undergraduate peer tutors, managing special projects, presenting seminars and workshops, maintaining records, tutoring in specific subject areas and performing other duties as assigned including classroom assistance for faculty teaching in the MAcc.

MINIMUM QUALIFICATIONS:
- Bachelor's Degree in Accounting or a closely related discipline.
- Eligible for admission to a Minnesota State University, Mankato graduate program. (Appointments are contingent upon acceptance into a graduate degree program.)
- Enroll for a minimum of six (6) graduate credits per semester.
- Maintain a 3.4 GPA.

OTHER CONSIDERATIONS:
- Strong communication and interpersonal skills.
- Prior tutoring experience or with prior work experience with Accounting majors.
- Demonstrated skill to work independently and cooperatively.
- Demonstrated ability to tutor a wide range of subjects in the Accounting curriculum.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Potential for renewal of appointment beyond the initial period of employment is contingent upon satisfactory performance and available funding. Graduate Assistants are required to enroll for a minimum of six graduate credits per semester and must maintain a 3.4 GPA. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu 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: Send Graduate Assistant application (grad.mnsu.edu/forms/), resume, cover letter detailing how you meet the above qualifications, unofficial transcripts, and names, addresses and phone numbers for three references to the address below.

CONTACT:
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Minnesota State University, Mankato has a long-standing commitment to diversity and is actively seeking to nurture and enrich its underrepresented communities. Women, minorities, veterans 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.