

## NOTICE OF VACANCY

**OPENING DATE:** December 1, 2016

**POSITION:** Graduate Assistant: Good Thunder Reading Series

**APPLICATION DEADLINE:** Review of applications will begin on March 1, 2017 and continue until filled.

**DATE OF APPOINTMENT:** August 21, 2017

**SALARY:** Up to \$10,000 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 to the Director of the Good Thunder Reading Series assists in carrying out program operations and activities (such as publicity, assessment, and fundraising). Other responsibilities include assisting with planning and organizing events for Good Thunder Presents, a community outreach program.

### REQUIRED QUALIFICATIONS:

- Bachelor's Degree.
- Admission to the College of Graduate Studies at Minnesota State University, Mankato.
- Strong oral and written communication skills.
- Strong time management and organizational skills.
- Ability to work harmoniously with others.
- Enrollment in a minimum of six (6) graduate credits per semester during assistantship.

### PREFERRED QUALIFICATIONS:

- Enrollment in graduate degree program in English at Minnesota State University, Mankato.
- Interest in arts administration
- Nonprofit job experience or coursework related to nonprofits.
- Proficiency with technology
- Demonstrated commitment to fostering a diverse working and learning environment.

### RELATED INFORMATION:

Contingent on satisfactory performance as a graduate assistant, satisfactory academic progress, and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Applications will be accepted and kept on file through December 2017. Additional vacancies will be filled from applications remaining in the pool at the time of the vacancy. All applications in the pool become inactive on January 1, 2018.

The Good Thunder Reading Series' mission is to promote literature, inspire creativity, and foster lively conversations about why writing matters by bringing authors from diverse backgrounds and literary traditions to audiences in southcentral Minnesota. Visiting writers participate in a morning workshop, afternoon craft talk, and evening reading. Our audience includes students, teachers, librarians, writers, readers, and individuals interested in contemporary literature and the writing craft.

Additional information on Minnesota State University, Mankato can be found at [www.mnsu.edu](http://www.mnsu.edu). 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:** Upload Graduate Assistant application ( [grad.mnsu.edu/forms/](http://grad.mnsu.edu/forms/) ), resume, cover letter detailing how you meet the above qualifications, unofficial transcripts, and two letters of recommendation via the "Graduate Assistantship" link at the following site: [msumankatoenglish.submittable.com](http://msumankatoenglish.submittable.com) . Paper-based applications may be sent to the following address:

### CONTACT:

Nancy Drescher, Graduate Director  
English (Attention: Good Thunder GA Application)  
Minnesota State University, Mankato  
230 Armstrong Hall  
Mankato, MN 56001

Phone: 507-389-2117  
TTY: 800-627-3529 or 711  
Fax: 507-389-5362

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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, 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.*