

## NOTICE OF VACANCY

**OPENING DATE:** November 28, 2016

**POSITION:** Composition Teaching Assistantship(s): Department of English

**APPLICATION DEADLINE:** Review of applications will begin on February 1, 2017 and continue until filled. Students are encouraged to apply for Graduate Teaching Assistantships at the same time that they apply for admission to the College of Graduate Studies. All applicants will be notified by April 2017.

**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:**

Graduate Teaching Assistants teach one (1) four-credit section of first-year composition per semester during the academic year, supervised by the department Composition Director. New Teaching Assistants must report for a two-week workshop on July 31, 2017. Classes begin on August 21, 2017.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in English or related field with strong concentration of coursework in English.
- Admission to the College of Graduate Studies at Minnesota State University, Mankato.
- Demonstrated ability in research-based academic writing.
- Strong technical skills in grammar, mechanics, and the documentation of source materials.
- Ability to work harmoniously with undergraduate students, faculty, and other teaching assistants.
- 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.
- Strong interest in teaching composition and a willingness to explore composition theory and research.
- Interest in integrating technology into the classroom.
- Time management and organizational skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

**RELATED INFORMATION:**

New graduate teaching assistants are required to enroll in a training course that runs July 31 to August 11 and continues meeting weekly during the fall semester. They must also participate in the New TA mentoring program, successfully complete English 625 (Composition Theory) prior to graduation, and participate in program assessment activities.

Contingent on satisfactory performance as a teaching 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 31, 2018.

The English Department at Minnesota State University, Mankato includes master's level programs in Creative Writing (MFA), English Studies and Literature, Technical Communication, and TESL, and undergraduate programs in the same fields, as well as majors in English Education and Film & Media Studies. The department is also responsible for the university's large composition program and offers general education courses in literature, film, writing, popular culture, and humanities. For further information, visit the department website at: <http://english.mnsu.edu>.

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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, a sample of research-based academic writing (5 to 10 pages; **see below**), 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: TA Application)  
230 Armstrong Hall  
Minnesota State University, Mankato  
Mankato, MN 56001  
Phone: 507-389-2117  
TTY: 800-627-3529 or 711  
Fax: 507-389-5362

### ACADEMIC WRITING SAMPLE DESCRIPTION

**Background:** English 101 is a four-credit course that teaches writing skills relevant to academic, public and professional writing situations. In the course, students write to explore, inform, argue, and analyze, through writing assignments that go through an extended writing cycle. Students brainstorm, draft, receive teacher and peer feedback, revise, and edit their work. Most formal writing assignments given in the course are source-based. Students read challenging texts in a range of genres and practice synthesizing the authors' ideas in their writing. Students also hone their research writing skills: learning to assess the credibility and relevance of academic and non-academic sources is an important focus. Therefore we require an academic writing sample (5-10 pages, double-spaced) of applicants.

### Writing Sample Criteria:

- 1) Structure and Development
  - Orients the reader with controlling idea
  - Organizes ideas logically and develops them fully
  - Unifies and focuses paragraphs
  - Crafts an introduction and conclusion appropriate for an academic writing situation
- 2) Sources
  - Uses sources that are credible (as determined by such criteria as currency, authority, and non-bias) and that advance his or her purpose
  - When using sources:
    - Accurately rephrases passages or central ideas
    - Quotes discriminately
    - Integrates sources throughout the text by introducing them and following them up with explanation/analysis

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o Adheres to MLA or APA or Chicago Manual of Style citation conventions

3) Content

- Works with complex ideas
- Supplies logical reasons and evidence for assertions

4) Sentence-level Correctness

- Demonstrates strong technical skills in areas such as grammar, syntax, spelling, and punctuation

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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.*