

## NOTICE OF VACANCY

**OPENING DATE:** February 22, 2018

**POSITION:** Graduate Assistant for Multicultural Literature Research and Native American Literature Symposium:  
Department of English

**APPLICATION DEADLINE:** Review of applications will begin on March 9, 2018 and continue until filled. All applicants will be notified by April 2018.

**DATE OF APPOINTMENT:** August 27, 2018

**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 for Multicultural Literature Research assists English Department faculty in researching and developing materials to support classes in multicultural literature (for example, gathering background and critical resources on writers and preparing biographical sketches), and supports the organizational activities of the annual national Native American Literature Symposium (for example, planning and administrative tasks such as budgeting, facilities, program development, website maintenance, and correspondence).

### 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 effectively 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
- Strong interest in multicultural literature
- Interest in integrating technology into the classroom
- Time management and organizational skills
- 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 2018. 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, 2019. The English Department at Minnesota State University, Mankato includes master's level programs in Creative Writing (MFA), English Studies, 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>. 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/>.

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**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:**

Matthew Sewell, Department Chair  
English (Attention: Multicultural Literature GA 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

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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.*