

NOTICE OF VACANCY

OPENING DATE: November 2, 2017

POSITION: Teaching Assistantship(s): Department of English (EAP/ESL)

APPLICATION DEADLINE: Review of applications will be ongoing and continue until all positions are 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.

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 EAP Teaching Assistants teach one four-credit course per semester during the academic year, supervised by the department EAP Director. The course may be a section of English for Academic Purposes or a section of English Composition for Multilingual Writers. Instruction focuses on teaching either second language (L2) academic listening and speaking or L2 academic writing. New Teaching Assistants must report for a one-week workshop on August 13, 2018. Classes begin on August 27, 2018.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in English or related field with strong concentration of coursework in English or Education.
- Admission to the College of Graduate Studies at Minnesota State University, Mankato.
- Strong English language speaking skills.
- L2 writing teachers must also have strong English writing skills, especially technical skills in grammar, mechanics, and the documentation of source materials.
- Demonstrated ability in research-based academic writing.
- 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 TESL at Minnesota State University, Mankato.
- Strong interest in teaching academic literacy and/or oral skills to multilingual students.
- Experience with people from culturally different backgrounds.
- Teaching experience, preferably teaching English as a second or foreign language.
- 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 August 13, 2018 to August 17, 2018 and continues meeting weekly during the fall semester. They must also participate in a TA mentoring program 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 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 Education, Literature, Technical Communication, and TESL, and undergraduate programs in the same fields, as well as a major in 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>.

The Department of English is dedicated to enriching and enhancing the diversity of our academic community, including race, ethnicity and national origins, gender and gender identity, sexual orientation, age, ability, veteran status, class, and religion. We are especially committed to increasing the representation of those populations that have been historically excluded from participation in U.S. higher education. In our classrooms, offices, and in the content of our courses, the member of this department are dedicated to cultivating an environment that is diverse, equitable, and inclusive.

Additional information on Minnesota State University, Mankato can be found at 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/), 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 . Paper-based applications may be sent to the following address:

CONTACT:

Geoff Herbach, 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: EAP L2 writing courses, including Basic Writing and Composition for Multilingual Writers, are four-credit courses that teach writing skills relevant to academic, public and professional writing situations. In these courses, 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 these courses 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
 - 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

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.