NOTICE OF VACANCY

OPENING DATE: November 7, 2019
POSITION: Graduate Advisor: Student Events Team
APPLICATION DEADLINE: March 9, 2020 or until filled.
DATE OF APPOINTMENT: August 1, 2020 (Optional June 2020, pending funding)

SALARY: Up to $10,000 per academic year, 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: Overall responsibility include working with the Assistant Director and members of the Student Events Team in furthering the Student Events Team mission while adhering to the University’s mission. Areas of responsibility include program planning, risk management, leadership training, group dynamics, promotion/marketing, and advising.

REQUIRED QUALIFICATIONS:
- Enrollment in a graduate program at Minnesota State University, Mankato.
- Prior program planning, development and implementation experience.
- Ability to work late evenings and weekends on an irregular basis.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Attention to detail, professionalism, dependability, and strong communication skills.
- Ability to work independently and as a team member.
- Embrace the vision, mission and core values of Student Activities.
- Experience in event management.
- Exceptional decision-making skills.
- Experience leading and/or working with college programs or student organizations.
- Ability to manage crisis situations.
- Experience with collegiate programming boards and/or those enrolled in the Counseling and Student Personnel (Student Affairs) program or a closely related program.

RELATED INFORMATION: Contingent on a satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Additional information can be found at: https://mankato.mnsu.edu/university-life/activities-and-organizations/Mission-Vision-and-Values/2020-graduate-advisor-applications/. Additional information about graduate assistantships at Minnesota State University, Mankato and application can be found at http://grad.mnsu.edu/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: Send Graduate Assistant application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), 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:
Bill Tourville, Assistant Director for Campus Programs
Centennial Student Union and Student Activities
Minnesota State University, Mankato
173 Centennial Student Union
Mankato, MN 56001
Phone: 507-389-6076
TTY: 800-627-3529 or 711
Fax: 507-389-5632
Email: william.tourville@mnsu.edu

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a Motor Vehicle Records check.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school’s policies, procedures and programs concerning safety and security. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at http://www.mnsu.edu/safety/. You may also request a paper copy from University Security at 507-389-2111, or by emailing security@mnsu.edu.

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