NOTICE OF VACANCY

OPENING DATE: April 20, 2020
POSITION: Graduate Assistant: Graduate Student Application Processor
APPLICATION DEADLINE: Review of applications will begin immediately and continue until the position is filled.
DATE OF APPOINTMENT: August 24, 2020
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:
1. Help process and data enter application materials and admissions decisions in admissions’ databases. Assist with the outreach to and communication with faculty program coordinators to update program information on the website and graduate application.
2. Respond to inquiries from prospective/current students via email in order to assist them in their application process.
3. Review and update messages used to communicate with prospective graduate students.
4. Reach out to prospective graduate students to answer their questions and talk with them about enrolling at MSU.
5. Notify prospective students of missing materials to allow for timely application completion.
6. Other activities as assigned.

REQUIRED QUALIFICATIONS:
- Maintain confidentiality of all records in the office.
- Basic knowledge of computer information systems.
- Experience with computer applications, such as Microsoft Office (Outlook, Word, Excel)
- Effective communication skills.
- Attentive to detail and accuracy.
- Demonstrate ability to work independently and collaboratively.
- Ability to accurately enter data into multiple software applications (ISRS, Image Now, Microsoft Office applications, Customer Relations Manager, etc.)
- Focus in a busy office environment and perform repetitive tasks.
- Bachelor’s Degree
- Acceptance to a Minnesota State University Mankato Graduate program and must not be provisional.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Effective time management and organizational skills.
- Flexible and dependable.

RELATED INFORMATION: The selected candidate will work with the Graduate Admissions team to provide assistance with application processing, recruitment, as well as provide customer service support to graduate applicants. GA selection will be based on a combination of factors. Contingent on satisfactory performance and funding availability, there is a possibility that the appointment may be continued beyond the initial period. Graduate Assistants must enroll in a minimum of six (6) credits per semester. Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at http://grad.mnsu.edu/assistantships/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: In order to be considered for this position, please submit 1) a letter of application; 2) a brief resume; 3) unofficial transcript 4) a Graduate Assistantship Application http://grad.mnsu.edu/forms/appforgradassistantship.pdf; The materials submitted along with the application for admission, to the program, will also be considered when determining Graduate Assistantship appointments. The assistantship application packet can be e-mailed to kuldeep.aganwal@mnsu.edu.

CONTACT
Brandon Emanuel, Graduate Admissions Coordinator
University Admissions Office
Minnesota State University, Mankato
122 Taylor Center
Mankato, MN 56001
Phone: 507-389-6310
TTY: 800-627-3529 or 711
Email: brandon.emanuel@mnsu.edu
Fax: 507-389-1511

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.
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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 available in an 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.