NOTICE OF VACANCY

OPENING DATE: April 14, 2020
POSITION: Graduate Assistant: Aging Studies Program
APPLICATION DEADLINE: May 15, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: Stipend and tuition waiver dependent on funding. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: GA will assist Aging Studies Program Director with various administrative tasks. These may include creating and keeping records, scanning and printing documents, scheduling meetings and reserving rooms, attending and taking notes during program meetings, and evaluation of the Aging Studies program. GA will also help coordinate work with community partners (e.g., assisted living facilities, nursing homes, and memory care units), the SBS marketing director, and assist the Aging Studies Program Director with short- and long-term planning involving community partners. Other duties will be included as assigned. GA should be highly organized and conscientious and should possess strong communication skills.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Eligible for admission to one of the University’s graduate programs.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Additional information about graduate assistants at Minnesota State University, Mankato and application forms are available at http://grad.mnsu.edu. Graduate assistants with a summer appointment must enroll for at least on graduate credit. 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) cover letter 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 david.beimers@mnsu.edu.

CONTACT
David Beimers, Aging Studies Program Director
Minnesota State University, Mankato
221F Morris Hall
Mankato, MN  56001
Phone: 507-389-6190
TTY: 800-627-3529 or 711
Email: david.beimers@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 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.