OPENING DATE: January 21, 2020
POSITION: Graduate Assistant: College of Allied Health & Nursing
APPLICATION DEADLINE: Review of applications will continue until the position is filled.
DATE OF APPOINTMENT: August 17, 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: Assist the Student Relations Coordinator and College Advisor in undergraduate program advising, including both group and individual advising sessions with students from all majors within the college. Assist with prospective student events and visits, Assist the Dean of the College, Communications and Events Director and Office Manager with the annual Scholarship Recognition Program, Community Fair and other periodic college events. Specific duties include individual and group advising, assistance with electronic communications and record keeping, data gathering and presentation, representation of college at student and community events, and support for college projects.

REQUIRED QUALIFICATIONS:
- Completion of bachelor's degree with content applicable to advising within the health field.
- Admission to a Minnesota State University, Mankato graduate program and enrollment in at least six credits of graduate level coursework each semester of the assistantship.
- Demonstrated excellence in written and oral communication.
- Proficiency in computer skills including word processing, data base, spread sheets, social media, and document design.
- Attention to detail, professionalism, dependability and organizational skills.
- Flexibility to work some evening and weekend hours.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Graduate of a program within the College of Allied Health and Nursing.
- Enrollment in a graduate program within the College of Allied Health and Nursing or within the Counseling and Student Personnel department.
- Ability to work independently and as a team member.
- Experience in student services and/or event planning and management.

RELATED INFORMATION: Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level. GAs that are hired with a summer appointment must be enrolled for at least one graduate credit. Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Position is 20 hours per week, primarily during business hours. Students from graduate programs that have schedules allowing a GA working within that timeframe are given priority consideration.

TO APPLY: In order to be considered for this position, please submit 1) a letter of application; 2) a brief resume; 3) a Graduate Assistantship Application at 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 Shirley Murray at shirley.murray@mnsu.edu.

CONTACT
Shirley Murray, Student Relations Coordinator
College of Allied Health & Nursing
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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.