NOTICE OF VACANCY

OPENING DATE: May 21, 2020
POSITION: Graduate Assistant: Center for American Indian Affairs
APPLICATION DEADLINE: July 17, 2020
DATE OF APPOINTMENT: August 10, 2020
SALARY: Up to $10,000 stipend plus tuition stipends (up to 9 credits/semester), 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:
- Coordinate with American Indian Affairs staff to design, monitor, participate, and develop new avenues to connect with American Indian students.
- Serve as a liaison between RSOs by providing leadership development, event support, and general mentoring.
- Creating, delegating, executing, and supervising annual events as well as workshops.
- Guide and assist student leaders with events, program planning, and management of social justice initiatives, community building, leadership development, and education initiatives.
- Collaborate with various departments within Diversity & Inclusion to promote multiculturalism.
- Serve as a resource for American Indian students.
- Support recruitment and retention efforts, including high school visits and university events.
- Attend department and staff meetings.
- Attend fellow Diversity & Inclusion departments’ annual events.
- Perform and assist the Director of American Indian Affairs with any additional assigned duties.

Operating under the scope of the Office of Diversity & Inclusion, the Graduate Assistant for American Indian Affairs may also provide: encouragement for students to explore career opportunities; support for students to develop an active voice across campus; resources for academic and social support; opportunities that promoting cultural awareness and cultural competency campus-wide: scholarship opportunities and other types of financial assistance to students; programs and events throughout the academic year that promote student retention; leadership and volunteer opportunities for self-growth and professional development; opportunities that encourage students to build and maintain lifelong relationships with their counterparts, campus partners, and community leaders.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admitted to Minnesota State University, Mankato graduate program by start date.
- Enrolled in a minimum of six (6) credits per semester during assistantship, and in good academic standing.
- Demonstrated commitment to student development and multiculturalism.
- Must be willing to work evening and weekend hours within a 20 hour per week schedule.
- Ability to demonstrate knowledge about the history and social issues that impact the American Indian community.
- Has good leadership, supervisory, and organizational skills.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Knowledge of multiculturalism, feminism, the LGBT+ community, and other marginalized populations.
- Experience creating, planning, and executing programs (educational and social).
- Advising, counseling, and leadership experience.
- Experience with student organizations.
- Excellent oral and written communication skills.
- Ability to manage various social media platforms. (Facebook, Twitter, Instagram, etc.)

RELATED INFORMATION: The Center for American Indian Affairs promotes opportunities for growth and advancement above and beyond what students may experience within the classroom. American Indian Affairs develops events, programs and direct services that empower students to find their own voice, and explore the varying levels of their ethnic and cultural identities. Through guest speakers, cultural outings, and experiential learning, students are prompted to gain a better understanding of the challenges that exist for indigenous students pursuing an education in a predominantly white institution, and are armed with the tools to confront micro aggressions in everyday life, confront social systems of oppression and promote equity and equality in the standard of education offered to not just American Indian students, but all students at Minnesota State University, Mankato Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.
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TO APPLY: In order to be considered for this position, please submit 1) cover letter 2) a brief resume; 3) unofficial transcript 4) examples of newsletters or promotional/informational pieces 5) a Graduate Assistantship Application https://grad.mnsu.edu/globalassets/college-of-graduate-studies-and-research/files/documents/forms/grad-app-form.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 megan.heutmaker@mnsu.edu.

CONTACT
Megan Heutmaker, Director for American Indian Affairs
Multicultural Center
Minnesota State University, Mankato
Centennial Student Union 269
Mankato, MN 56001

Phone: 507-389-5230
TTY: 800-627-3529 or 711
Fax: 507-389-1137
Email: megan.heutmaker@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.