NOTICE OF VACANCY

OPENING DATE: January 21, 2020
POSITION: Graduate Assistant: Career Development Center
APPLICATION DEADLINE: Priority consideration will be given to applications received by April 1, 2020. Review of applications will continue until position/s is filled.
DATE OF APPOINTMENT: August 17, 2020
SALARY: Up to $10,000 for the academic year (up to 20 hours per week). Benefits may include waiver of out-of-state tuition rate and tuition stipend for up to 18 credits a year (9 credits per semester) excluding summer sessions. Note: Salary and tuition waiver are pro-rated for appointments of less than 20 hours/week.

RESPONSIBILITIES: Graduate Assistants in the Career Development Center are assigned a range of responsibilities such as: providing students with career counseling and job search assistance; assisting students in choosing/changing an academic major; helping students identify and access resources within the Career Resource Library and on the Internet; conducting workshops or presenting to groups on career related issues; assisting with the planning, marketing and administration of career events and other programs; instructing students in the use of the Center’s online recruiting system (Handshake) for employer and job searches.

REQUIRED QUALIFICATIONS: Applicant must possess a Bachelor’s degree and be eligible for admission to Minnesota State University, Mankato. Appointments are contingent upon acceptance into a graduate program and graduate assistants are required to enroll in at least six graduate credits per semester. Additionally, successful applicants must exhibit effective communication skills, a demonstrated commitment to student development and a dedication to professional development. Other Considerations: Preference is given to students pursuing a graduate degree in the College of Education. Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: The Career Development Center offers a variety of interrelated services that address students’ needs from their initial enrollment through alumni/ae status. The Center’s developmentally-based initiatives include career counseling, academic major selection, part-time and seasonal employment listings, internship information and job seeking assistance. Additional information on the Career Development Center can be found at: http://www.mnsu.edu/cdc. For more information about diversity in Student Affairs please visit http://www.mnsu.edu/cultdiv/.

If vacancies occur during the academic year, all applications, including those in the original pool and those received after the initial review date, may be considered. All applications in the pool become inactive on June 30, 2021. Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment. 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: Submit an electronic:
1. Resume 2. Cover letter 3. Graduate assistant application (available at http://grad.mnsu.edu/forms/grad-app-form.pdf) 4. Unofficial undergraduate transcript via email to cdc@mnsu.edu. Only electronic submissions will be reviewed, please do not send hard copies.

CONTACT
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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
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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.