NOTICE OF VACANCY

OPENING DATE: January 6, 2021
POSITION: Graduate Assistant – Work Study Career Advisor Graduate Assistantship
APPLICATION DEADLINE: March 30, 2021
DATE OF APPOINTMENT: August 16, 2021
SALARY: Up to $10,000 stipend (20 hours per week) 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: Provide individual career planning and job and internship search guidance to students and alumni of all majors through scheduled appointments and walk-in hours. Includes: resume, cover letter, graduate school application, and LinkedIn profile reviews; coaching on effective job and internship search strategies; demonstrations on the successful use of the Center’s Handshake online job and internship search system; help with graduate/professional school planning; career counseling for clients choosing or changing majors; and interpretation of career assessments including the Strong Interest Inventory, MBTI, and FOCUS 2 computerized career guidance system.

REQUIRED QUALIFICATIONS:
• Bachelor’s Degree must be enrolled in a master’s degree program, preferably in Counseling and Student Personnel, Education, or another related field.
• Strong organizational and interpersonal skills.
• Excellent verbal and written communication skills.
• Basic technology skills.
• Must be able to work effectively with the various publics with which the CDC regularly interacts (employers, faculty, students, etc.)
• Should be a self-starter who can work well independently and as an enthusiastic member of the CDC team.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Public speaking experience and skills.
• High interest in and commitment to the field of student affairs and career development.

RELATED INFORMATION: Additional information about graduate assistantships at Minnesota State University, Mankato, is available at http://www.mnsu.edu/hr/vacancy/index.php?id=vacgrad. MinnState System policy requires that graduate assistants must reside within the State of Minnesota for the duration of their appointment.

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 transcripts; 4) contact information for three references to judy.hammerschmidt@mnsu.edu.

CONTACT
Judy Hammerschmidt, Career Center Office Coordinator
Career Development Center
Minnesota State University, Mankato
209 Wigley Administration
Mankato, MN 56001
Phone: 507-389-5302
TTY: 800-627-3529 or 711
Email: judy.hammerschmidt@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.