OPENING DATE: February 3, 2020
POSITION: Graduate Assistant (Research Consultant): CESR (Center for Excellence in Scholarship and Research)
APPLICATION DEADLINE: February 14, 2020
DATE OF APPOINTMENT: August 24, 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 Director of CESR with program and workshop planning and implementation, and providing general administrative support. The duties of the Research Consultant is to provide consultation about research design, data analysis (both quantitative and qualitative) and interpretation assistance to faculty clients. This position also will support basic instruction and troubleshooting with Qualtrics®. Some editing skills will be helpful. Consultation on a variety of writing styles is necessary (e.g., APA, AMA, MLA). Assistance in maintaining web pages is helpful. Graduate Assistants must enroll in a required six credits per semester.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree
- Admission to MNSU graduate program by the start date.
- Excellent communication skills.
- Research Consultants must have significant knowledge of SPSS, R, advanced research design and Familiarity and background in using Qualtrics®, SPSS, R.
- All consultants must have the ability to keep accurate records and consistently meet schedule deadlines and appointments.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Familiarity with publication guidelines of the American Psychological Association (APA)
- Enrollment in a graduate program emphasizing advanced writing and research skills and written communication

RELATED INFORMATION: The position(s) being filled is for a GA Research Consultant. Contingent on satisfactory performance and available funding, 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: In order to be considered for this position, please submit 1) a letter of application; 2) a brief resume; 3) 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 daniel.houlihan@mnsu.edu.

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 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.