NOTICE OF VACANCY

OPENING DATE: December 4, 2019
POSITION: Graduate Assistant: Center for Excellence in Teaching and Learning
APPLICATION DEADLINE: February 13, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: Up to $5,000 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: Collaborates with the Director to research and develop educational materials and best practices to support CETL’s faculty development programs; Participates in recruiting and selecting students for the Student Consultants on Teaching program; Trains the Student Consultants on Teaching (SCOTs), coordinates scheduling of observations, and mentors SCOTs on writing effective reports for faculty participants using an existing training protocol; Assists the Director in scheduling Peer Faculty Consultations; Assists in developing curriculum of professional development for graduate assistants; Documents and updates processes and procedures as necessary.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree
- Admission to the College of Graduate Studies at Minnesota State University, Mankato
- Must be enrolled in at least 6 credits of graduate study
- Evidence of satisfactory progress toward their graduate degree
- Experience working with the Microsoft Office software suite

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Familiarity with the instructional design process and common teaching pedagogies
- Experience with computer-assisted teaching, hybrid courses, or fully online courses
- Leadership experience
- Familiarity with the scholarship of teaching and learning

RELATED INFORMATION: 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 the Library is available at https://library.mnsu.edu/. 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 brooke.burk@mnsu.edu.

CONTACT
Brooke N Burk, CETL Director
Center of Excellence in Teaching and Learning
Minnesota State University, Mankato
88 Memorial Library
Mankato, MN  56001

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/TYY]. 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.