NOTICE OF VACANCY

OPENING DATE: May 15, 2020

POSITION: Graduate Assistant: Department of Computer Information Science. This notice of vacancy is for multiple positions, depending on budget availability.

APPLICATION DEADLINE: Review of applications will begin on July 20, 2020 and continue until the position is filled.

DATE OF APPOINTMENT: Fall, 2020. Initial appointment will be for Fall 2020 and may be renewed for Spring 2021.

SALARY: Half-time assistantship (10 hours per week) with $2500 stipend per semester, plus up to 4.5 credit hours tuition waiver per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Assist faculty with teaching related, lab classes and development activities. The graduate assistant will be supervised by a faculty member. Graduate assistants may be required to perform non-teaching departmental service assignments.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree in Information Technology, Computer Science or a closely related field.
- Admitted to an MS program in the department of Computer Information Science at Minnesota State University, Mankato.
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship, and in good academic standing.
- Strong background and previous experiences in more than two of the following or related areas: Python, Java, Linux, Assembly programming, web development, databases, Microsoft office suit. Previous laboratory, research and/or software/web development experience.

PREFERRED QUALIFICATIONS:
- Excellent communication skills.
- Ability to work independently and as a part of a team.
- Previous teaching, tutoring and/or development experience.
- Strong organizational skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/. Additional Information about the department is available at http://cset.mnsu.edu/cis/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate Assistants with a summer appointment must enroll for at least one graduate credit.

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 mahbubur.syed@mnsu.edu.

CONTACT
Dr. Mahbubur Syed, Professor and Chairperson
Department of Computer Information Science
Minnesota State University, Mankato
273 Wissink Hall
Mankato, MN 56001

Phone: 507-389-2326
TTY: 800-627-3529 or 711
Fax: 507-389-6376
Email: Mahbubur.syed@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 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-
NOTICE OF VACANCY

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.