NOTICE OF VACANCY

OPENING DATE: May 21, 2020
POSITION: Graduate Assistant: Corporate Partnerships & Professional Development
APPLICATION DEADLINE: June 16, 2020
DATE OF APPOINTMENT: June 29, 2020 – September 18, 2020
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 in coordination and execution of the Meet the Firms event.
- Communicate with employers, faculty, students, and volunteers through email, phone, Zoom meetings, social media, and group presentations.
- Coordinate logistics of a virtual career fair, including technology, schedule, and recruiting participants.
- Recruit, train, and direct volunteers to ensure the event runs smoothly.
- Prepare and distribute materials for all employer and student participants.
- Collaborate with Career Development Center and other campus partners.

REQUIRED QUALIFICATIONS:
- Enrolled in a graduate program at Minnesota State University, Mankato by start date.
- Must be available day of September 10th for Meet the Firms event.
- Proven ability to provide exceptional customer service.
- Strong written and oral communication skills.
- Strong time management and organizational skills.
- Strong aptitude for using Microsoft Excel, Word, and PowerPoint, various social media platforms, and other technology tools.
- Proven ability to achieve work results with minimal supervision.
- Ability to work at least 10 hours a week.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Previous experience in event planning.
- Previous experience in providing administrative support.
- Enrollment in the MAcc graduate program.

RELATED INFORMATION: Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/. 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) 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 samantha.campa.2@mnsu.edu.

CONTACT
Samantha Campa, Talent Programs Specialist
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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.