NOTICE OF VACANCY

OPENING DATE: February 27, 2020
POSITION: Graduate Assistant: College of Business (COB) Professional Development Assistant
APPLICATION DEADLINE: Review of applications will begin on February 24, 2020 and continue until the position is filled.
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

OVERVIEW: Assist Corporate Partnerships & Professional Development staff with coordinating activities to support COB internship programs. Support activities will include assisting individual students and groups in engaging in internships, planning and coordination of events to support student professional preparation, conducting internal internship communications, conducting research, performing administrative functions to support the daily operations of the Corporate Partnerships & Professional Development team in addition to other duties and project work as assigned.

RESPONSIBILITIES:
- Deliver in person and small-group professional development sessions for business students in the areas of resume preparation, internship searching, interviewing and other professional development topics.
- Conduct internship communications using email, social media, and other methods.
- Perform administrative functions to support the Corporate Partnerships & Professional Development staff including email, scheduling appointments, creating Microsoft Office documents using Outlook, Word, PowerPoint, Excel, etc.
- Assist in coordination and execution of events to support internship participation including mentoring activities, student tours, resume preparation sessions, etc.
- Support the Talent Programs Specialist in communication about and administration of the Stangler Internship Initiative
- Assist in maintenance of internship website by gathering new content for website, coordinating with IT to update current material, and recommending improvements.
- Collect data on internship participation using surveys and other methods, analyze and report on results on an ad hoc basis.
- Conduct research projects to support new career and internship initiatives.
- Additional duties and project work as assigned.

REQUIRED QUALIFICATIONS:
- Enrolled in a graduate program at Minnesota State University, Mankato by start date listed above.
- 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 maintain confidentiality
- Ability to work at least 20 hours a week

PREFERRED QUALIFICATIONS:
- Business or communications related undergraduate degree
- Previous experience in event planning and/or providing administrative support
- Experience with web marketing, graphic design, SEO, and/or data analysis

RELATED INFORMATION: Contingent upon satisfactory performance and available funds, there is a good possibility that this appointment may be continued beyond the initial period of employment. Additional information about graduate assistants at Minnesota State University, Mankato and application forms are available at http://grad.mnsu.edu. Graduate assistants with a summer appointment must enroll for at least one graduate credit. 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) 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 samantha.campa.2@mnsu.edu.
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CONTACT
Samantha Campa, Talent Programs Specialist
College of Business
Minnesota State University, Mankato
150 Morris Hall
Mankato, MN  56001

Phone: 507-389-5414
TTY: 800-627-3529 or 711
Email: samantha.campa.2@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.