NOTICE OF VACANCY

OPENING DATE: February 27, 2020
POSITION: Graduate Assistant: Northstar STEM Alliance
APPLICATION DEADLINE: Review of applications will begin on March 20, 2020 and continue until the position is filled.
DATE OF APPOINTMENT: August 10, 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: The North Star STEM program at Minnesota State University, Mankato focuses on the recruitment and retention of under-represented students in STEM majors. The Graduate Assistant is responsible for the day to day operations of the program. This includes recruiting participants, planning and leading events and workshops, supporting participants one-on-one and in cohorts, as well as coordinating program communication and marketing. The Graduate Assistant will also be working collaboratively with registered student organizations, offices, and departments to expand outreach and further develop the program. Other duties as assigned.

REQUIRED QUALIFICATIONS:
- Applicants must have a Bachelor's Degree and be admitted to the Minnesota State University, Mankato College of Graduate Studies.
- Graduate assistants are required to enroll in at least six graduate credits per semester.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Preference is given to applicants pursuing degrees in Counseling & Student Personnel, Educational Leadership or other related graduate programs.
- Demonstrated strong verbal and written communication skills.
- Understanding of the issues faced by under-represented students.
- Experience with Desire 2 Learn or Blackboard.
- Demonstrated strong organizational skills.
- Demonstrated ability to work well independently.
- Previous experience working with undergraduate student leaders, preferably in science fields.

RELATED INFORMATION: For more information about the North Star STEM program, please visit: https://cset.mnsu.edu/cset-advising-center/north-star-stem-alliance/. 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 a least on 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 kenneth.adams@mnsu.edu.

CONTACT
Kenneth Adams, Student Relations Coordinator
CSET Advising
Minnesota State University, Mankato
Trafton N 131
Mankato, MN 56001
Phone: 507-389-1521
TTY: 800-627-3529 or 711
Email: kenneth.adams@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-
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.