NOTICE OF VACANCY

OPENING DATE: November 5, 2020
POSITION: Graduate Assistant – Composition Teaching Assistantship(s)
APPLICATION DEADLINE: April 1, 2021
DATE OF APPOINTMENT: August 9, 2021
SALARY: Up to $10,000.00 stipend (20 hours per week) plus tuition stipends (up to 18 credits/year). Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Graduate Teaching Assistants teach one (1) four-credit section of first-year composition (ENG 101) per semester during the academic year, supervised by the department Composition Director. New Teaching Assistants must report for a one-week workshop on August 9, 2021. Classes begin on August 23, 2021.

REQUIRED QUALIFICATIONS:
• Bachelor’s Degree in English or related field.
• Admission to the College of Graduate Studies at Minnesota State University, Mankato.
• Strong English language speaking and writing skills.
• Demonstrated ability in academic writing.
• Ability to work harmoniously with undergraduate students, faculty, and other Teaching Assistants.
• Enrollment in a minimum of six (6) graduate credits per semester during assistantship.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Enrollment in graduate degree program in English at Minnesota State University, Mankato.
• Strong interest in teaching composition to a variety of undergraduate student populations.

RELATED INFORMATION: Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at https://grad.mnsu.edu/globalassets/college-of-graduate-studies-and-research/files/documents/forms/grad-app-form.pdf. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: A complete application will include a cover letter detailing your qualifications, a resume, and an academic writing sample (5 to 10 pages). Additionally, you will be prompted to enter the contact information of two references for letters of recommendation. If you are a new graduate student applicant, upload a completed teaching assistantship application package on the same page where you upload program admission materials.

CONTACT
Richard Robbins, Graduate Director
English Department
Minnesota State University, Mankato
230 Armstrong Hall
Mankato, MN 56001
Phone: 507-389-2015
TTY: 800-627-3529 or 711
Fax: 507-389-3284
Email: richard.robbins@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.