NOTICE OF VACANCY

OPENING DATE: February 11, 2020
POSITION: Graduate Assistant: Writing/ESL Tutor, Center for Academic Success
APPLICATION DEADLINE: Open until filled
DATE OF APPOINTMENT: August 17, 2020
SALARY: Up to $10,000 for the academic year (up to 20 hours per week), 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 graduate assistant will assist in the general operation of the Center for Academic Success, providing academic support services to students enrolled at MSU, both face-to-face and online. Responsibilities include mentoring undergraduate peer tutors, managing special projects with special populations, presenting seminars and workshops, maintaining records, tutoring in specific subject areas, and performing other duties as assigned.

REQUIRED QUALIFICATIONS: Applicant must have a Bachelor’s Degree with a strong concentration in writing, communication, mentoring, or teaching and be eligible for admission to a Minnesota State University, Mankato graduate program. Applicant must also possess the following:
- Strong communication and interpersonal skills.
- Demonstrated skill in academic writing, including MLA or APA style.
- Ability to evaluate writing in terms of purpose and coherence, as well as mechanics.
- Knowledge of and ability to explain writing and English language concepts.
- Ability to work harmoniously with diverse students and faculty.
- Ability to identify students’ strengths and weaknesses.
- Interest in working online, at least part time.

PREFERRED QUALIFICATIONS: Preference given to applicants who are:
- Admitted to a graduate program in Communication & Composition, Education, Social Work or English: TESL.
- Experienced in teaching, tutoring, and/or working with English language learners.
- Familiar with the CAS.
- Ability to tutor a wide range of subjects in the general education curriculum, including study skills and the GRE tests.
- Comfortable with technology and web-conferencing.

RELATED INFORMATION: Potential for renewal of appointment beyond the initial period of employment is contingent upon satisfactory performance and available funding. Graduate Assistants are required to enroll for a minimum of six graduate credits per semester and must maintain a 3.0 GPA. Appointments will be made from the pool of applicants available at the deadline specified above. Appointments are contingent upon acceptance into a graduate degree program. Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at http://grad.mnsu.edu/assistantships/. 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(s) 4) academic writing sample with reference page (8-10 pages) 5) contact information for 3 references 6) 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 jason.westman@mnsu.edu.

CONTACT
Jason Westman, Director
Center for Academic Success
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Memorial Library ML125
Mankato, MN 56001

Phone: 507-389-1791
TTY: 800-627-3529 or 711
Email: jason.westman@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.
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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.