NOTICE OF VACANCY

OPENING DATE: February 19, 2020
POSITION: Graduate Assistant: Government
APPLICATION DEADLINE: March 9, 2020
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

RESPONSIBILITIES: The appointee would be expected to work a number of hours consistent with salary, assisting members of the Department of Government, carrying out administrative assignments, aiding with courses, and in research duties. Other duties deemed appropriate could be assigned to the appointee.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Eligible for admission to a MSU graduate program and must not be provisional, non-degree seeking or denied student status.
- Applicants must have an overall undergraduate or graduate program GPA of 3.2.
- Master’s of Urban Planning or Master’s of Public Administration and Community Management graduate programs.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Good oral and written communication skills.
- Knowledge of statistical methods and computers.

RELATED INFORMATION: Graduate assistants must be enrolled for a minimum of six (6) graduate credits each semester. Included in this assistantship is a credit waiver of 9 credits per semester. Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. 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 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 beth.heidelberg@mnsu.edu.

CONTACT
Dr. Beth Heidelberg, Graduate Program Director
Department of Government
Minnesota State University, Mankato
106 Morris Hall
Mankato, MN 56001
Phone: 507-389-1715
TTY: 800-627-3529 or 711
Fax: 507-389-6377
Email: beth.heidelberg@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.