NOTICE OF VACANCY

OPENING DATE: May 13, 2020
POSITION: Graduate Assistant: Graduate Studies
APPLICATION DEADLINE: May 25, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: Up to $10,000 stipend 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:
• Assist with graduate student degree clearance processing.
• Assist with graduate school communications, including newsletters, social media initiatives, and announcements.
• Assist with recruitment event planning.
• Other duties as assigned.

REQUIRED QUALIFICATIONS:
• Acceptance into a graduate degree program at Minnesota State University, Mankato.
• Must be enrolled at least six graduate credits per semester.
• Demonstrable writing skills.
• Previous customer service experience.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Previous graduate school office experience.

RELATED INFORMATION: Additional information about graduate assistants at Minnesota State University, Mankato and application forms are available at https://mankato.mnsu.edu/future-students/graduate/graduate-assistantships/. Graduate assistants with a summer appointment must enroll for a 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) examples of newsletters or promotional/informational pieces 5) a Graduate Assistantship Application https://grad.mnsu.edu/globalassets/college-of-graduate-studies-and-research/files/documents/forms/grad-app-form.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 jennifer.chelstrom@mnsu.edu.

CONTACT
Jennifer Chelstrom, Assistant Director of Graduate Enrollment
Graduate Studies
Minnesota State University, Mankato
115 Alumni Foundation Center
Mankato, MN 56001
Phone: 507-389-2321
TTY: 800-627-3529 or 711
Email: jennifer.chelstrom@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.