NOTICE OF VACANCY

OPENING DATE: February 6, 2020
POSITION: Graduate Assistant: Good Thunder Reading Series
APPLICATION DEADLINE: March 1, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: Up to $10,000, with a tuition stipend for a total of 18 credits a year, including summer session, 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 to the Director of the Good Thunder Reading Series assists in carrying out program operations and activities (such as publicity, marketing, assessment, book sales, and fundraising).

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admission to the College of Graduate Studies at Minnesota State University, Mankato
- Strong oral and written communication skills
- Strong time management and organizational skills
- Ability to work harmoniously with others
- 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
- Nonprofit job experience or coursework related to nonprofits
- Proficiency with technology, social media accounts

RELATED INFORMATION: Contingent on satisfactory performance, satisfactory academic progress, and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Applications will be accepted and kept on file through 12/31/20. All applications in the pool become inactive on 1/31/21. The Good Thunder Reading Series’ mission is to promote literature, inspire creativity, and foster lively conversations about why writing matters by bringing authors from diverse backgrounds and literary traditions to audiences in southcentral Minnesota. Visiting writers participate in a morning workshop, afternoon craft talk, and evening reading. 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: Submit an electronic:
1. Resume
2. Cover letter
4. Unofficial undergraduate transcript via email to richard.robbins@mnsu.edu. Only electronic submissions will be reviewed, please do not send hard copies.

CONTACT
Richard Robbins, Graduate Director
English
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Phone: 507-389-2116
TTY: 800-627-3529 or 711
Email: richrd.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.