NOTICE OF VACANCY

OPENING DATE: February 4, 2020
POSITION: Graduate Assistant: Honors Program
APPLICATION DEADLINE: Review of applications will continue until the position is filled.
DATE OF APPOINTMENT: August 17, 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:
• Assist with curriculum development and student support for HONR 401: Developing Your Mentor Philosophy and/or HONR 201: Intro to Honors courses.
• Coordinate with Honors staff to design, monitor, and participate in Honors Program activities.
• Serve as program liaison with Honors Student Body and other student groups including providing leadership development, event support, and general mentoring.
• Assist with Honors specific academic advising to support students with course selection and competency development.
• Support marketing and recruitment efforts.
• Perform other duties as assigned.

REQUIRED QUALIFICATIONS:
• Bachelor’s degree
• Must be a full-time degree seeking student admitted to a graduate program at Minnesota State University, Mankato.
• Strong oral and written communication, organizational, and interpersonal skills.
• Experience with leadership development, cultural engagement opportunities, and/or undergraduate research.
• Must have basic computer knowledge of Microsoft Word, Excel, and Power Point.
• Must be willing to work evening and weekend hours within 20 hours per week schedule.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Experience with a university honors program and/or in serving highly motivated undergraduate students.
• Knowledge of and willingness to learn about course-management software (D2L, Blackboard, etc.), and web editing.
• Preference given to students entering their first year of graduate school.
• Demonstrated ability to work with people from various racial, cultural, and economic backgrounds.

RELATED INFORMATION: Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. If other vacancies occur during the academic year, all applications, including those in the original pool and those received after the initial application deadline, will be considered. All applications in pool become inactive on August 25, 2020. Graduate Assistants must enroll in a minimum of six credits per semester at the graduate level. 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) a letter of application; 2) a brief resume; 3) 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 leah.white@mnsu.edu.

CONTACT
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Honors Program
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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.
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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.