NOTICE OF VACANCY

OPENING DATE: April 20, 2020
POSITION: Graduate Assistant: Institutional Review Board (IRB)
APPLICATION DEADLINE: May 5, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: Tuition waiver for 4.5 credits each semester (10 hours/week) with $5000 stipend, 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 provide administrative support to the Director of the Institutional Review Board (IRB), which ensures the safe and ethical treatment of human participants in research projects sponsored by Minnesota State Mankato faculty and staff. Duties will include attending monthly IRB meetings, record keeping, preparing IRB meeting agendas and minutes, maintaining the IRB website, some screening of IRB proposals, and other duties as assigned by the IRB Director.

REQUIRED QUALIFICATIONS:
- Applicants must have a Bachelor’s Degree.
- Admittance into graduate degree program at Minnesota State University, Mankato.
- Graduate assistants are required to enroll in 6+ graduate credits per semester.
- Strong oral and written communication skills.
- Knowledge of word processing applications.
- Ability to keep accurate records.
- Demonstrate strong organizational skills and attention to detail.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Preference will be given to students who are familiar with principles of responsible research conduct.

RELATED INFORMATION: Graduate Assistants must enroll in six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit. The assignment is on a competitive basis contingent upon academic background and available funds. There is a possibility that this employment may be continued beyond the initial period of employment. Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at https://mankato.mnsu.edu/future-students/graduate/graduate-assistantships/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: Completed Graduate Assistant Application form https://grad.mnsu.edu/globalassets/college-of-graduate-studies-and-research/files/documents/forms/grad-app-form.pdf. Include a letter indicating your interest in the position, evidence of familiarity with the principles of responsible research conduct and provide the name and contact information of at least three references who can speak to the qualifications. Please send all documents including the application form as attachments to a single e-mail to irb@mnsu.edu. Applicants providing incomplete documentation will not be considered.

*An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.

CONTACT
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Mankato, MN 56001

Email: irb@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-
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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.