NOTICE OF VACANCY

OPENING DATE: March 27, 2020
POSITION: Graduate Assistant: KCISS Communication & Recruitment
APPLICATION DEADLINE: April 13, 2020
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:
- Coordinate with Assistant Director for Strategic Communications & Recruitment in the management and organization of Maverick Global Ambassador Program. (roughly 14 volunteer and paid student positions)
- Supports marketing and recruitment efforts that share the story of our student population, including updating and monitoring social media accounts.
- Compile campus and office updates into a weekly newsletter.
- Participate in weekly staff meetings.
- Other responsibilities as assigned.

REQUIRED QUALIFICATIONS:
- Admitted to or will be admitted to Minnesota State University, Mankato graduate program by August 2020.
- Enrolled in at least 6 credits of graduate-level coursework for each semester.
- Excellent oral and written communication skills.
- Demonstrated organizational and planning skills.
- Demonstrated technical ability with the use of personal computers and software including, but not limited to, all components of Microsoft Office.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Demonstrated ability to research, create, execute and assess marketing and recruitment efforts.
- Available to work some evenings and weekends, have a flexible schedule.
- Experience collaborating with other campus offices.
- Knowledge and/or experience of social media management and Hootsuite.
- Graphic design of social media posts and thumbnails.
- The ability to take direction and work independently.

RELATED INFORMATION: 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) a letter of application; 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 alissa.morson@mnsu.edu.

CONTACT
Alissa Morson, Assis Director for Strategic Communication & Recruitment
Kearney Center for International Student Services
Minnesota State University, Mankato
250 Centennial Student Union
Mankato, MN  56001
Phone: 507-389-1224
TTY: 800-627-3529 or 711
Email: alissa.morson@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
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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.