NOTICE OF VACANCY

OPENING DATE: February 27, 2020
POSITION: Graduate Assistant: Kearney Center for International Students
APPLICATION DEADLINE: March 13, 2020
DATE OF APPOINTMENT: August 17, 2020
SALARY: Up to $5,000 plus tuition waiver up to 9 credits/semester, 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 assists in carrying out the operations and activities of the KCISS, which includes the following: assist with New International Student Orientations; attend International Student Association board meetings and events, as well as assist and mentor ISA; assist with programming; serve as University contact for 3-4 culture nights and other events as assigned; assist with International Festival, and CCS; and other responsibilities as assigned.

REQUIRED QUALIFICATIONS:
- Must have a Bachelor's degree and be enrolled in a Master's degree program at Minnesota State University, Mankato by August 2020.
- Enrolled in at least 6 credits of graduate-level coursework for each semester.
- Leadership experience of at least one year in a recognized student organization.
- Demonstrated 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.
- Ability to meet State of Minnesota Driver Vehicle eligibility (See the following website for vehicle consent form requirements: http://www.mnsu.edu/vehicles/vehiclenonsentorm.html).

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Demonstrated ability to research, create, execute and assess activities and programs.
- Experience in developing checklists and procedures for events/activities.
- Available to work some evenings and weekends, have a flexible schedule.
- Familiarity with MSU, Mankato event/scheduling/space/food policies.
- Experience collaborating with other campus offices or community schools/organizations.
- Knowledge and/or experience with promoting events.
- Experience with design of posters, promotional materials.
- The ability to take direction and work independently.

RELATED INFORMATION: Additional information about graduate assistants at Minnesota State University, Mankato and application forms are available at http://grad.mnsu.edu. Graduate assistants with a summer appointment must enroll for at 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) 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 jacy.fry@mnsu.edu.

CONTACT
Jacy Fry, Director
Kearney Center for International Student Services
Minnesota State University, Mankato
250 Centennial Student Union
Mankato, MN  56001
Phone: 507-389-1281
TTY: 800-627-3529 or 711
Email: jacy.fry@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.