NOTICE OF VACANCY

OPENING DATE: February 13, 2020
POSITION: Graduate Assistant: Learning Communities
APPLICATION DEADLINE: Priority consideration will be given to applications received by April 1, 2020. Review of applications will continue until position/s is filled.
DATE OF APPOINTMENT: August 10, 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: The Graduate Assistant in Learning Communities will have a range of responsibilities including, but not limited to, supervision of Learning Community Coordinators (LCC’s), assisting in selection and training of the staff, assisting with planning, marketing, and administration of programs for Learning Community students. The GA will meet weekly with the LCC team to provide support also weekly individual meetings with each LCC for individualized supervision. The GA will collaborate on event planning and gather and develop resources to promote academic success of students. The GA will meet regularly with the leadership staff and individually with supervisors. Other duties may also be assigned.

REQUIRED QUALIFICATIONS:
- Admission to the College of Graduate Studies at Minnesota State University, Mankato
- Bachelor’s degree
- 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.
- Strong oral and written communication skills.
- Demonstrated strong organizational skills & attention to detail.
- Commitment to teamwork and collaboration.
- Understanding of undergraduate student issues (academic, transitional).
- Experience with student, community, volunteer or nonprofit organizations.
- Demonstrated experience working with learning communities/special interest housing and/or with college students and have an interest in college student development

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 jean.clarke@mnsu.edu.

CONTACT
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TTY: 800-627-3529 or 711
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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.

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.