NOTICE OF VACANCY

OPENING DATE: February 6, 2020
POSITION: Graduate Assistant: Lesbian, Gay, Bisexual, Transgender Center
APPLICATION DEADLINE: March 20, 2020
DATE OF APPOINTMENT: August 17, 2020
SALARY: Up to $10,000 for the academic year (up to 20 hours per week), dependent upon availability of funds, period of appointment and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver. Benefits may include waiver of out-of-state tuition rate and tuition stipend for up to 18 credits a year (9 credits per semester) excluding summer sessions.

RESPONSIBILITIES:
• Coordinate and facilitate the Peer Panel Program; recruit, train, and retain student volunteers.
• Assist with the organization and implementation of Center event programming, i.e., National Coming Out Day, Tea Talks, Eliminate Hate Week, AIDS Awareness Day, guest speakers, workshops, trainings, and other programs as assigned.
• Represent the LGBT Center at events and information fairs, focusing on communicating the mission, purpose, and events of the LGBT Center.
• Educate classes and other student organizations about heterosexism, LGBT issues, and Center events.
• Help further the goals and objectives of the LGBT Center through marketing and relationship building.
• Other duties

REQUIRED QUALIFICATIONS:
• Bachelor’s degree
• Admitted to Minnesota State University graduate program by start date; preference given to Counseling & Student Personnel, Social Work, and Gender & Women’s Studies Master’s programs.
• Enrolled in a minimum of six (6) credits per semester during assistantship and in good academic standing.
• Demonstrated commitment to student development.
• Understanding and awareness of the issues and concerns of the LGBT+ community.
• Ability to speak in public and the classroom environment.
• Experience planning educational or social programs.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Experience with Adobe Illustrator and Adobe Photoshop.
• Knowledge of multiculturalism and feminism.
• Advising, counseling, and leadership experience.
• Excellent written and verbal communication skills.

RELATED INFORMATION: It is the LGBT Center’s mission to provide support, advocacy, referrals and a sense of community to LGBT+ students. Through education, programming, and activism, we heighten campus and community awareness of LGBT+ concerns and strive to ensure every individual has an equal opportunity to learn, work, and grow in a supportive and safe environment. For more information about our Center visit our website at: http://www.mnsu.edu/lgbtc/. 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) cover letter 2) a brief resume; 3) unofficial transcript(s) 4) 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 david.gardner@mnsu.edu.

CONTACT
David Gardner, Director
LGBT Center
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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.