NOTICE OF VACANCY

OPENING DATE: February 20, 2020
POSITION: Graduate Assistant: Management/MBA
APPLICATION DEADLINE: Review of applications will begin on February 20, 2020 and continue until the position is filled.
DATE OF APPOINTMENT: August 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: Assist faculty members with research, data collection, statistical analyses, etc. Also, may assist Director of MBA program with marketing, surveys, data collection, and other duties as assigned.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree from an accredited university.
- Enrolled in a graduate program at Minnesota State University, Mankato by start date listed above.
- Enrolled in a minimum of six (6) graduate credits per semester during the assistantship.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Accepted into the MBA program at MSU, Mankato.
- Statistics and data analysis skills.
- Marketing experience.
- Excellent written and oral communication skills.

RELATED INFORMATION: Initial appointments will be made from the pool of applicants available at the initial application deadline specified above. Contingent upon satisfactory performance and available funds, there is a good possibility that this appointment may be continued beyond the initial period of employment. 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 marilyn.fox@mnsu.edu.

CONTACT
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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.