NOTICE OF VACANCY

OPENING DATE: January 5, 2021
POSITION: Graduate Assistant – Program Assistant MavPASS Coach
APPLICATION DEADLINE: April 15, 2021
DATE OF APPOINTMENT: August 16, 2021
SALARY: Up to $10,000 stipend (20 hours per week) plus tuition stipends (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:
1. Observe, coach, and mentor undergraduate student MavPASS Leaders.
2. Manage a team of approximately 15-20 MavPASS Leaders.
   • Facilitate 1-2 team meetings/month.
   • Assist with lesson plan development and practice with facilitation skills and use of collaborative learning strategies.
   • Facilitate and coach student leaders upon communication with students enrolled in the courses they support.
   • Consistently review feedback from observations of student leaders and coach leaders with strategies to improve.
3. In support of the MavPASS Leaders, maintain consistent communication about strengths and weaknesses of the leaders with the MavPASS Coordinator and University MavPASS Faculty Liaison.

REQUIRED QUALIFICATIONS:
• Experience with teaching, training, tutoring, mentoring, and/or coaching undergraduate students.
• Ability to organize time and tasks.
• Demonstrated interpersonal communication skills.
• Demonstrated ability to work with and lead teams.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Minimum 1 year experience teaching in a university environment.
• Experience working in or with a student success program (i.e. Honors, Oasis, TRIO, PSEO, learning community, tutoring center, or other student support service.)

RELATED INFORMATION: Additional information about graduate assistantships at Minnesota State University, Mankato, is available at http://www.mnsu.edu/hr/vacancy/index.php?id=vacgrad. MinnState System policy requires that graduate assistants must reside within the State of Minnesota for the duration of their appointment.

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 transcripts; 4) contact information for three references to laura.jacobi@mnsu.edu.

CONTACT
Laura Jacobi, University MavPass Faculty Liaison
MavPASS
Minnesota State University, Mankato
Memorial Library 88
Mankato, MN  56001

Phone: 507-389-5302
TTY: 800-627-3529 or 711
Email: laura.jacobi@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.