NOTICE OF VACANCY

OPENING DATE: February 13, 2020
POSITION: Graduate Assistant: New Student and Family Programs
APPLICATION DEADLINE: March 13, 2020
DATE OF APPOINTMENT: August 1, 2020
SALARY: A full graduate assistantship includes a stipend of $10,000 with a tuition waiver of up to 9 graduate credits each semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: The Office of New Student and Family Programs at Minnesota State University, Mankato provides comprehensive educational and support programs for targeted student populations (including first-year students, transfer students and other students-in-transition). The graduate assistantship includes a range of responsibilities, such as: assisting with the planning, marketing and administration of programs targeting populations our office serves; developing web and print resources targeting students’ needs; selecting, training, supervising and evaluating undergraduate staff; developing outreach programs for students; proctoring exams; and other duties as assigned for example, assisting with Family.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree
- Admitted to Minnesota State University graduate program by start date.
- Required to enroll in 6 or more credits per semester.

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.
- Preference is given to applicants with demonstrated experience working with college students in orientation, student service related settings, and/or 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 sarah.plath@mnsu.edu.

CONTACT
Sarah Plath, Office Coordinator
New Student & Family Programs
Minnesota State University, Mankato
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Mankato, MN 56001
Phone: 507-389-5498
TTY: 800-627-3529 or 711
Email: sarah.plath@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 USCS 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 (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.