NOTICE OF VACANCY

OPENING DATE: March 6, 2020
POSITION: Graduate Assistant: President’s Commission on the Status of Women
APPLICATION DEADLINE: March 31, 2020 or until filled.
DATE OF APPOINTMENT: August 17, 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 President’s Commission on the Status of Women (PCSW) at Minnesota State University, Mankato is seeking a talented, self-directed graduate student to further the Commission’s work. Responsibilities include: coordinating, attending and taking minutes at PCSW and PCSW sub-committee meetings; managing the PCSW’s internal and campus-wide communications, marketing and promotion activities, including managing the PCSW website; coordinating annual programs and processes (project of the year award selection process, recognition reception, research & professional development grant process, HERS scholarship, Women for Global Leadership, guest speakers and other events and meetings); conducting research as directed; and other duties as assigned.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admitted to Minnesota State University graduate program by start date.
- Enrolled in a minimum of six (6) credits per semester during assistantship, and in good academic standing.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Understanding of the complexity of work related to women’s issues.
- Highly developed interpersonal skills.
- Ability to work independently.
- Willingness to learn, ask questions and provide timely response and follow-up.
- Experience conducting research or other work with gender and diversity initiatives.

RELATED INFORMATION: The President’s Commission on the Status of Women was established in the spring of 2000 as an advisory group to focus on issues of concern to women on campus. The Commission is composed of members representing all bargaining units, the campus affirmative action officer, Women’s Center director, Gender and Women’s Studies chair, director of University Security, LGBT Center director, undergraduate and graduate student representatives, and an administrative liaison to the President. The Commission serves a three-fold purpose as it pertains to women’s concerns and issues: 1) To identify and define issues as they emerge and make recommendations to the University on how these issues should be addressed. 2) To review progress on recommendations to improve the status of women within this community. 3) To provide advice and guidance to the President as the University implements new policies and programs to improve the status of women at the University.

Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level. 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 linda.alvarez@mnsu.edu.

CONTACT
Linda Alvarez, 2020-2022, PCSW Chair
Minnesota State University, Mankato
014 Morris Hall
Mankato, MN  56001
Phone: 507-389-2986
TTY: 800-627-3529 or 711
Email: linda.alvarez@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.
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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), 800-627-3329 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.