NOTICE OF VACANCY

OPENING DATE: March 10, 2020
POSITION: Graduate Assistant: Postsecondary Enrollment Options Office
APPLICATION DEADLINE: April 1, 2020
DATE OF APPOINTMENT: August 1, 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 PSEO Office provides eligible high school students with the opportunity to earn university credits while they are still in high school. We work with two distinct populations, traditional PSEO students who enroll in courses on-campus, or online, and concurrent enrollment students who enroll in Minnesota State Mankato courses at their high school taught by qualified, and approved, high instructors. This position will be responsible for helping to create and manage communications to traditional PSEO students and concurrent enrollment partners (instructors, students, and faculty), marketing current program offerings, and assisting PSEO staff in event management.

REQUIRED QUALIFICATIONS:
- Enrollment in a graduate program at Minnesota State University, Mankato.
- Prior experience with communication and/or marketing events.
- Strong oral and written communication skills.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Bachelor’s degree in Mass Media, Marketing, Art, Graphic Design, or related field.
- Knowledge of Adobe Suite.
- Strong oral and written communication skills.
- Commitment to teamwork and collaboration.
- Demonstrated strong organizational skills & attention to detail.

RELATED INFORMATION: 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 michael.altomari@mnsu.edu.

CONTACT
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Mankato, MN 56001
Phone: 507-389-5119
TTY: 800-627-3529 or 711
Email: michael.altomari@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.