NOTICE OF VACANCY

OPENING DATE: January 25, 2021
POSITION: Graduate Advisor – Student Activities/Community Engagement
APPLICATION DEADLINE: Priority application deadline is March 5, 2021 - position will remain open until filled.
DATE OF APPOINTMENT: August 2, 2021
SALARY: $10,000 stipend ($5,000/semester) plus tuition waiver (up to 12 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: This position will provide direct leadership and support to the Office of Community Engagement, its team members, and its initiatives, including Mavs in Action, Campus Kitchen, and Alternative Spring Break (including while traveling with students). Reliability, excellent communication/organizational skills, and the ability to develop, implement, and assess program outcomes are required. Interest and experience in community collaboration, social services, and student leadership development is preferred. There may also be 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.
- Driver’s license and a relatively clean driving record.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Knowledge of and experience with collegiate volunteer management, student program planning and implementation, and community service/engagement.
- Enrolled in the Counseling and Student Personnel (Student Affairs) program or a closely related program.
- Demonstrated ability to work independently and cooperatively.
- Effective time management and organizational skills.
- Comfortable working with MS Word, Excel, webpage development (Episerver) and related software applications.
- Maintain a critical eye for risk management and related details.

RELATED INFORMATION: Contingent on a satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Additional information can be found at: https://mankato.mnsu.edu/university-life/activities-and-organizations/meet-the-team/graduate-assistant-openings/.

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 emi.menk@mnsu.edu.

CONTACT
Emi Menk
Assistant Director of RSOs, Leadership, and Nontraditional Students
Minnesota State University, Mankato
173 Centennial Student Union
Mankato, MN 56001
Phone: 507-389-6076
TTY: 800-627-3529 or 711
Email: emi.menk@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
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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.