NOTICE OF VACANCY

OPENING DATE: January 25, 2021
POSITION: Graduate Advisor – Student Activities/Recognized Student Organizations and Leadership
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: The Graduate Advisor for Recognized Student Organizations (RSOs) and Leadership provides direct leadership and support to both the RSO Office and Student Activities Office. This role works closely with the Assistant Director and Maverick Involvement Team to provide programming and support for RSOs and student leadership development opportunities across campus. Areas of responsibility include program planning, risk management, leadership training, group dynamics, assessment, resource management, promotion/marketing, and advising. Interest and experience in student leadership development, programming, and marketing of events is preferred. There may be additional 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.
- Attention to detail, professionalism, dependability, and strong communication skills.
- Ability to learn and retain a wide range of institutional information.
- Comfortable working with MS Word, Excel, Access, webpage development (Episerver) and related software applications.
- Experience leading and/or working with college programs or student organizations.
- Experience in event management.
- Experience facilitating and leading trainings.
- Embrace the vision, mission and core values of Student Activities.
- Enrollment in the Counseling and Student Personnel (Student Affairs), Experiential Education, Educational Leadership master’s programs (or a closely related program).

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.

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 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.