NOTICE OF VACANCY

OPENING DATE: May 1, 2020
POSITION: Graduate Assistant; Service Learning Coordinator for GERO 200W
APPLICATION DEADLINE: May 29, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: Up to $2,500 for the academic year (5 hours/week) and tuition waiver dependent on funding. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: GA will assist instructor of record for GERO 200W: Family Dynamics of Aging, an asynchronous online class that includes a service learning component. Students volunteer at long-term care facilities and get to know older adults residents. GA will gather and share information about local long-term care facilities with students; help them set up their volunteering; maintain open communication with facilities; and help evaluate students’ service learning-related assignments. GA responsibilities may change if on-site volunteering is not possible. Preference will be given to applicants who are interested in serving in the role for two years. 5 hours/week.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Eligible for admission to one of the University’s graduate programs.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Interest in serving in the role for two years.
- Highly organized and conscientious.
- Strong written and verbal communication skills.

RELATED INFORMATION: Additional information about graduate assistants at Minnesota State University, Mankato and application forms are available at https://mankato.mnsu.edu/future-students/graduate/graduate-assistantships/ Graduate assistants with a summer appointment must enroll for a 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 https://grad.mnsu.edu/globalassets/college-of-graduate-studies-and-research/files/documents/forms/grad-app-form.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 aaron.hoy@mnsu.edu.

CONTACT
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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.