NOTICE OF VACANCY

OPENING DATE: April 24, 2020
POSITION: Graduate Research Assistant: Department of Social Work – Field Education
APPLICATION DEADLINE: Priority consideration will be given to applications received by May 4, 2020.
DATE OF APPOINTMENT: August 24, 2020
SALARY: Up to $5,000 per academic year (10 hours/week) 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: Provide research, assessment and evaluation and administrative support to the Social Work Field Education Program during the academic year. The Field Education Program GA assists the BSSW and MSW Field Directors in four areas: 1) data input and management of Social Work Field Education database; 2) support of field education outreach, assessment, and evaluation; 3) participate in field instructor training. The database, assessment, and evaluation are essential to the operation of the Social Work Field Programs and assist students in their understanding of field practicum opportunities. The position also includes other administrative tasks as assigned.

REQUIRED QUALIFICATIONS:
- Admitted to and/or enrolled in a graduate program and will be enrolled full-time during the 2020-21 academic year,
- Excellent verbal and written communication skills,
- Available to work 10 hours per week for entire academic year.

PREFERRED QUALIFICATIONS:
- Admitted to and/or enrolled in a graduate program in the College of Social & Behavioral Sciences and will be enrolled full-time during the 2020-21 academic year;
- Knowledge of and experience with database management, program administration, or project management;
- Knowledge of and interest in social work field education, social work accreditation processes, admission processes, and/or child welfare;
- Proficient in conducting literature searches using social and behavioral science and related databases;
- Multicultural background or experience(s) and/or a commitment to fostering a diverse working and learning environment;
- Available to continue in a GA position during the 2021-22 academic year.

RELATED INFORMATION: MSW students are not eligible for this position, due to the nature of the work in this position. Graduate Assistants are hired for both fall and spring semesters. Graduate assistants are required to be enrolled full-time in graduate work and making progress toward degree completion. Contingent upon satisfactory performance and available funds, there is the possibility that the appointment may be continued into the summer or for another year. Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at https://mankato.mnsu.edu/future-students/graduate/graduate-assistantships/. 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 addressing your interest in this position, discussing how you meet the qualifications and other considerations, and a statement of availability (10 hours/week) 2) resume and references; 3) Writing sample (such as recent short paper or essay; 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 debra.gohagan@mnsu.edu.

CONTACT
Debra Gohagan, MSW, Ph.D.
Department of Social Work
Minnesota State University, Mankato
358 Trafton Science Center North
Mankato, MN 56001
Phone: 507-389-1699
TTY: 800-627-3529 or 711
Fax: 507-389-6769
Email: debra.gohagan@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.
NOTICE OF VACANCY

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.