NOTICE OF VACANCY

OPENING DATE: March 3, 2020
POSITION: Graduate Assistant: School of Nursing
APPLICATION DEADLINE: Priority consideration will be given to applications received by April 1, 2020. Review of applications will continue until position is filled.
DATE OF APPOINTMENT: August 10, 2020
SALARY: Up to $10,000 for the academic year (up to 20 hours per week). Benefits may include waiver of out-of-state tuition rate and tuition stipend for up to 18 credits a year (9 credits per semester) excluding summer sessions. Note: Salary and tuition waiver are pro-rated for appointments of less than 20 hours/week.

RESPONSIBILITIES: Assist the Student Relations Coordinator in providing academic advising services to pre-nursing students, including both group and individual advising sessions. Assist with prospective student events, visits and efforts to support the progression and retention of current pre-nursing students. Specific duties include individual and group advising, proctoring examinations, assistance with electronic communications and record keeping, assistance with program application and admission processes, data entry, program development and presentations and representation of School of Nursing at student events, and support for School of Nursing projects.

REQUIRED QUALIFICATIONS:
- Baccalaureate degree
- Admitted to Minnesota State University graduate program by start date.
- Enrolled in a minimum of six (6) credits per semester during assistantship.
- Demonstrated excellence in written and oral communication.
- Attention to detail, professionalism, dependability, organizational and problem solving skills.
- Proficiency in computer skills including word processing, data base, spread sheets, and document design.
- Flexibility to works some evening and weekend hours.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Graduate of a program within the College of Allied Health and Nursing.
- Enrollment in a graduate program within the College of Allied Health and Nursing or College of Education.
- Ability to work independently, cooperatively as a team member.
- Experience in student services and/or program planning and management.

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 a least on 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 kasi.johnson@mnsu.edu.

CONTACT
Kasi Johnson, Student Relations Coordinator
School of Nursing
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Mankato, MN 56001
Phone: 507-389-6810
TTY: 800-627-3529 or 711
Email: kasi.johnson@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.
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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.