NOTICE OF VACANCY

OPENING DATE: February 6, 2020
POSITION: Graduate Assistant: STEM Outreach Assistant
APPLICATION DEADLINE: May 1, 2020
DATE OF APPOINTMENT: May 18, 2020
SALARY: Up to $5,000, with a 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: June – August 50% Assist with Explore STEM Day Camp programming and supervision. 50% Special projects as directed. September – December 70% Special projects as directed – may include engineering/STEM curriculum and kit development and review, conducting outreach programming with youth, developing and updating marketing materials. 30% Event planning for Regional Engineering Machine Design Contest and 2021 Explore STEM Day Camps. January – May 70% Event planning and management for Regional Engineering Machine Design Contest and 2021 Explore STEM Day Camps. 30% Special projects as directed – may include engineering/STEM curriculum and kit development and review, conducting out.

REQUIRED QUALIFICATIONS:
• Prior experience in STEM (science, technology, engineering, and mathematics).
• Strong interpersonal, verbal, and written communication skills.
• Strong organizational skills.
• Demonstrated skill to work independently.
• Admitted to graduate degree program.
• Enrolled in 6 graduate credits per semester.
• Ability to pass background check.
• Ability to become approved for driving a University vehicle (learn more).

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Program/event planning experience.
• Appreciation for being a part of a team environment and ability to work with others.
• A desire to excel and be self-motivated.
• Strong technical writing.

RELATED INFORMATION: Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at http://grad.mnsu.edu/assistantships/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: Submit an electronic:
1. Resume 2. Cover letter 3. Graduate assistant application (available at http://grad.mnsu.edu/forms/grad-app-form.pdf, 4. Contact information for three (3) references. 5. Writing Sample (1-2 pages) 6.Unofficial undergraduate transcript via email to moll.engebretson@mnsu.edu. Only electronic submissions will be reviewed, please do not send hard copies.

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.