POSITION: Graduate Assistant: Educational Talent Search - TRIO
APPLICATION DEADLINE: June 10, 2020
DATE OF APPOINTMENT: August 24, 2020
SALARY: $10,000 (20 hours/week) tuition waiver up to 9 credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver. Dependent upon availability of funds, period of appointment and assignment.

RESPONSIBILITIES: Selected candidate will assist in the delivery of services for participants in the TRIO Educational Talent Search program. Responsibilities will include assisting with planning and supervision of student events, visits to target schools facilitating group activities, assisting with program delivery, recruitment, workshops, and curriculum. Individual will also be responsible for creating content and flyers for program marketing, updating and creating posts for social media developing newsletter, and researching resources and information.

REQUIRED QUALIFICATIONS:
- Admission to a Minnesota State University, Mankato graduate program by program start date.
- Bachelor’s Degree
- Valid Driver’s License
- Must pass background check
- Proficient skills in Microsoft office suite (Excel, Power point, Publisher, and word)

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Strong and positive communication skills.
- Ability to work independently and cooperatively.
- Experience working with junior/senior high students in programming or advising.
- Experience with curriculum development or event planning.
- Ability to manage social media sites.
- Attention to detail and organizational skills.

RELATED INFORMATION: Educational Talent Search is a federal funded grant program through the US Department of Education serving low income, first generation students in 15 area target schools in Career and College Readiness. Additional information about the program can be found at www.mnsu.edu/ets. Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment.

TO APPLY: In order to be considered for this position, please submit 1) cover letter 2) a brief resume; 3) unofficial transcript 4) examples of newsletters or promotional/informational pieces 5) 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 nancy.sprengeler@mnsu.edu.

CONTACT
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Educational Talent Search
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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.