NOTICE OF VACANCY

OPENING DATE: February 27, 2020
POSITION: Graduate Assistant: TRIO Student Support Services
APPLICATION DEADLINE: Priority consideration will be given to applications received by March 10. Review of applications will continue until position is filled.
DATE OF APPOINTMENT: August 17, 2020
SALARY: Up to $10,000 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: Selected candidate will assist in delivery of services for participants in the Minnesota State University, Mankato Student Support Services Program. Responsibilities include assisting with the recruitment and training of tutors, preparing instructional materials, maintaining accurate records, scheduling and planning program events, implementing event evaluation procedures, and performing other duties as assigned.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admitted to a Minnesota State University, Mankato graduate program by start date.
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Effective oral and written communication skills.
- Demonstrated strong organizational skills and attention to detail.
- Ability to work independently and as a team member.
- Experience working with first generation college students, students from low income backgrounds, and students with disabilities.
- Enrolled in Counseling and Student Personnel, Experiential Education, or related graduate program.

RELATED INFORMATION: TRIO Student Support Services is a federally funded program serving students who qualify as low-income, first-generation college students and students with disabilities. Additional information on the program can be found at www.mnsu.edu/sss. This assistantship will be up to 20 hours per week with a variety of duties focused on academic support services. 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 margaret.hesser@mnsu.edu.

CONTACT
Margaret Hesser, Director
TRIO Student Support Services
Minnesota State University, Mankato
Wiecking Center #355
Mankato, MN 56001

Phone: 507-389-2797
TTY: 800-627-3529 or 711
Fax: 507-389-6372
Email: margaret.hesser@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.

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-
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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.