NOTICE OF VACANCY

OPENING DATE: April 14, 2020
POSITION: Graduate Assistant: Undergraduate Research Center (URC)
APPLICATION DEADLINE: April 30, 2020
DATE OF APPOINTMENT: August 22, 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: The Graduate Assistant will:
- Coordinate with the Director to ensure that the grant applications are assigned to the reviewers, prepared for funding and disbursed.
- Coordinate with the Director for planning and execution of the Undergraduate Research Symposium and NCUR.
- Serve as program liaison with URC Faculty Council and Student Council, including providing leadership development, event support, and general mentoring.
- Assist with URC specific academic advising to support students with grant writing and poster preparation.
- Assist in furthering the success of the URC through contributing to programming initiatives with specialized interests.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Must be a full-time degree-seeking student admitted to a graduate program at Minnesota State University, Mankato.
- Strong oral and written communication, organizational, and interpersonal skills.
- Enrollment in a minimum of six (6) graduate credits per semester.
- Experience with undergraduate research, leadership development, and cultural engagement opportunities.
- Must have basic computer knowledge of Microsoft Word, Excel and PowerPoint.
- Must be willing to work evening and weekend hours within 20 hours per week schedule.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience with a university research program and/or in serving highly motivated undergraduate students.
- Knowledge of and willingness to learn about course-management software (D2L, Blackboard, etc.) and web editing.
- Demonstrated ability to work with peers from various racial, cultural, and economic backgrounds.

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: In order to be considered for this position, please submit 1) a letter of application; 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 kuldeep.agarwal@mnsu.edu.

CONTACT
Kuldeep Agarwal, Director
Undergraduate Research Center
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Email: kuldeep.agarwal@mnsu.edu
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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
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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.