NOTICE OF VACANCY

OPENING DATE: March 3, 2020
POSITION: Graduate Assistant: Webmaster, College of Social and Behavioral Sciences
APPLICATION DEADLINE: April 10, 2020 or until filled.
DATE OF APPOINTMENT: August 24, 2020
SALARY: $10,000 academic year (20 hrs. per wk.) Tuition stipend up to 9 cr., resident tuition rate for non-residents.

RESPONSIBILITIES:
- To help maintain the Social and Behavioral Sciences’ College web pages and department web pages.
- To work with the Dean’s Office and department chairs to develop and update SBS web pages and to provide consultation to college faculty who are developing web pages and using computer-assisted teaching and multi-media equipment in their courses.
- Data management, equipment inventory and management, marketing materials, editing, office, event support and other responsibilities as needed.

REQUIRED QUALIFICATIONS:
- Graduate student at Minnesota State University, Mankato.
- Computer skills and the ability to teach others about hardware and software.
- Familiarity with multi-media and web page constructions.
- Ability to work with graphics (i.e., photos or other images.)

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Declared major in one of the social and behavioral sciences programs.
- IT and web development experience.
- Experience with simple publication programs.
- Excellent written and verbal communication and consultation skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level. 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 elyse.anderson@mnsu.edu.

CONTACT
Elyse Anderson, Director of Communications & Events
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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, 507-389-2013 (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.