OPENING DATE: February 12, 2020
POSITION: Graduate Assistant: Women’s Center
APPLICATION DEADLINE: March 20, 2020
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:
- Coordinate and facilitate the Women of Action – a student leadership group in the Women’s Center.
- Assist with the organization and implementation of Center event programming, i.e.: Feminist Feasts, Wellness Afternoons, and Women’s History Month.
- Represent the Women’s Center at events and information fairs, focusing on communicating the mission, purpose, and events of the Women’s Center.
- Educate classes and other student organizations about women and gender issues.
- Participate in weekly staff meetings and weekly supervision with the Director.
- Help further the goals and objectives of the Women’s Center through marketing and relationship building.
- Other duties as assigned

REQUIRED QUALIFICATIONS:
- Bachelor’s degree
- Admitted to Minnesota State University graduate program by start date; preference given to Counseling & Student Personnel, Educational Leadership, Social Work, and Gender & Women’s Studies Master’s Program.
- Enrolled in a minimum of six (6) credits per semester and in good academic standing.
- Knowledge of multiculturalism and feminism.
- Demonstrated commitment to student development.
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience planning educational or social programs.
- Ability to speak in public and the classroom environment.
- Understanding and awareness of the issues and concerns of women-identified people.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience leading student organizations.
- Excellent written and verbal communication skills.
- Advising, counseling, and leadership experience.

RELATED INFORMATION: It is the Women’s Center’s mission to foster a healthy, safe, and engaging campus community by enabling the full and active participation of all women students in their personal and educational pursuits. Our programmatic efforts and outreach are designed to inspire and empower women to achieve and lead. For more information about our Center visit our website at: http://www.mnsu.edu/wcenter/. 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) 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 elizabeth.steinborn-gourley@mnsu.edu.

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/1. 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.