NOTICE OF VACANCY

OPENING DATE: March 27, 2020
POSITION: Program Assistant: MavPASS Coach
APPLICATION DEADLINE: April 15, 2020
DATE OF APPOINTMENT: August 17, 2020
SALARY: Up to $10,000 plus tuition stipends (up to nine credits per semester), 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:
- Observe, coach, and mentor undergraduate student MavPass Leaders.
- Manage a team of approximately 15-20 MavPASS Leaders.
- Facilitate 1-2 team meetings/month.
- Assist with lesson plan development and practice with facilitation skills and use of collaborative learning strategies.
- Facilitate and coach student leaders upon communication with students enrolled in the courses they support.
- Consistently review feedback from observations of student leaders and coach leaders with strategies to improve.
- In support of the MavPASS Leaders, maintain consistent communication about the strengths and weaknesses of the leaders with the University MavPASS Faculty Liaison.

REQUIRED QUALIFICATIONS:
- Experience with teaching, training, tutoring, mentoring, and/or coaching.
- Ability to organize time and tasks.
- Demonstrated interpersonal communication skills.
- Demonstrated ability to work with and lead teams.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience with teaching, training, tutoring, mentoring, and/or coaching undergraduate students.
- Minimum 1 year experience teaching in a university environment.
- Experience working in or with a student success program. (i.e. Honors, Oasis, TRIO, PSEO, learning community, tutoring center, or other student support service)

RELATED INFORMATION: Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment. 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 laura.jacobi@mnsu.edu.

CONTACT
Laura Jacobi, University MavPASS Faculty Liaison
MavPASS
Minnesota State University, Mankato
Memorial Library 116
Mankato, MN 56001
Phone: 612-237-1300
TTY: 800-627-3529 or 711
Email: laura.jacobi@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
NOTICE OF VACANCY

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.