NOTICE OF VACANCY

OPENING DATE: April 24, 2020
POSITION: Research Assistant: Department of Social Work (Multiple positions may be available) Half-time (10 hour/week) position
APPLICATION DEADLINE: Priority consideration will be given to applications received by May 4, 2020.
DATE OF APPOINTMENT: August 24, 2020
SALARY: Up to $5,000 per academic year (10 hours/week) 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: Support the scholarly and research projects of social work faculty related to a variety of topics. Duties may include conducting literature searches, preparing IRB forms, designing research instruments, collecting data, conducting research interviews, data entry and analysis, reviewing and editing manuscripts, formatting manuscripts according to APA style, and/or preparing PowerPoint presentations.

REQUIRED QUALIFICATIONS:
- Graduate Student who has been admitted to and will be enrolled in a graduate program in the College of Social and Behavioral Sciences during 2020-21 academic year.
- Proficient writing and editing skills, including the use of APA Publication guidelines.
- Experience in conducting literature searches using social and behavioral science and related academic databases and/or data analysis.
- Available to work at least 10 hours per week for the entire academic year.

PREFERRED QUALIFICATIONS:
- Priority consideration for those admitted to and enrolled in the MSW program.
- Knowledge of quantitative and qualitative research methods in social sciences.
- Knowledge of data entry and analysis.
- Social service experience.
- Multicultural background or experience(s) and/or a commitment to fostering diversity in an academic learning and working environment.

RELATED INFORMATION: Research Assistants are hired for both fall and spring semesters. Research assistants are required to be enrolled, full-time graduate students. Contingent upon satisfactory performance and available funds, there is the possibility that the appointment may be continued for an additional year. Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at https://mankato.mnsu.edu/future-students/graduate/graduate-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) cover letter addressing your interest in an RA position, how you meet the required qualifications and other considerations, and a statement of availability and flexibility of completing hours; 2) resume and reference, OR if applicant is admitted or a current MSW student, provide a statement in cover letter allowing hiring committee to look at your MSW application file contents for the purposes of employment (e.g. resume, transcripts, letters of recommendation); 3) Writing sample (such as recent short paper or essay; 4) A Graduate Assistantship Application https://grad.mnsu.edu/globalassets/college-of-graduate-studies-and-research/files/documents/forms/grad-app-form.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 debra.gohagan@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/](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](mailto: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.