NOTICE OF VACANCY

OPENING DATE: January 14, 2021
POSITION: Graduate Teaching Assistant – Department of Anthropology and the American Indigenous Studies Program
APPLICATION DEADLINE: April 2, 2021
DATE OF APPOINTMENT: August 16, 2021
SALARY: Up to $10,000 stipend (20 hours per week) plus tuition stipends (up to 9 credits/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: Graduate Assistants in the Department of Anthropology and the American Indigenous Studies Program may be appointed to provide instructional support and assist faculty members for ANTH/AIS/MUSE face-to-face courses and/or online courses. Teaching Assistants assigned to courses with lab components will facilitate multiple weekly lab recitations. All teaching assistants will maintain weekly office hours. Anthropology and American Indigenous Studies faculty members who are the instructors of record for the courses will supervise teaching assistants.

REQUIRED QUALIFICATIONS:
- Must have a B.S. or B.A. confirmed by time of appointment.
- Must be accepted into a graduate program at MNSU and be in good academic standing.
- Must be enrolled in a minimum of six (6) graduate credits per semester during the assistantship.
- Must be enrolled or have successfully completed ANTH 586: Teaching Anthropology.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Demonstration of attention to detail, professionalism, and dependability.
- Demonstration of effective written and verbal communication skills.
- Experience in Anthropology and/or American Indigenous Studies disciplines.
- Experience with online/distance learning and teaching.

RELATED INFORMATION: This teaching assistantship position is for the Fall 2021 semester and is contingent upon satisfactory performance and availability of funding. All first-time teaching assistants are required to enroll in a workshop course (ANTH 586: Teaching Anthropology) in their first semester of working as a TA. The workshop consists of day-long trainings during the week of August 16-20. Continued TA appointments past Fall 2021 are contingent on academic performance in ANTH 586 and overall academic standing in the program.

Additional information about graduate assistantships at Minnesota State University, Mankato, is available at http://www.mnsu.edu/hr/vacancy/index.php?id=vacgrad. MinnState System policy requires that graduate assistants must reside within the State of Minnesota for the duration of their appointment.

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 detailing your career goals, pertinent work experiences, and specifically how you meet the required and preferred qualifications; 2) a brief resume; 3) unofficial transcripts; 4) contact information for three references. Please email your materials to the Graduate Coordinator with the subject line “Fall 2021 TA Application” by the deadline. Single PDF files are preferred.

CONTACT
Dr. Chelsea Mead, Graduate Coordinator
Anthropology and American Indigenous Studies
Minnesota State University, Mankato
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Mankato, MN 56001
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TTY: 800-627-3529 or 711
Email: chelsea.mead@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.
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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.