NOTICE OF VACANCY

OPENING DATE: March 3, 2021  
POSITION: Graduate Assistant – Academic Advising  
APPLICATION DEADLINE: March 26, 2021  
DATE OF APPOINTMENT: August 16, 2021  
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: The graduate assistant will perform a variety of activities to assist in the promotion of student success and retention in the College of Science, Engineering & Technology. Duties will include general academic advising, supporting students who are experiencing academic difficulty, participating in orientation and admissions events and other activities associated with the operation of the CSET Advising Center.

REQUIRED QUALIFICATIONS:  
- Bachelor's Degree.  
- Admitted to Minnesota State University graduate program by start date.  
- Enrolled in a minimum of six (6) credits per semester during assistantship and in good academic standing.

PREFERRED QUALIFICATIONS:  
- Demonstrated commitment to fostering a diverse working and learning environment.  
- Preference is given to applicants pursuing degrees in Counseling & Student Personnel, Educational Leadership or other related graduate programs.  
- Demonstrated strong verbal and written communication skills.  
- Previous experience working with college student support services.  
- Demonstrated strong organizational skills.

RELATED INFORMATION: Contingent on a satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment.

Additional information on graduate assistantships and application 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; 2) a brief resume; 3) unofficial transcripts; 4) contact information for three references to kenneth.adams@mnsu.edu.

CONTACT  
Ken Adams, Student Relations Coordinator  
CSET Advising Center  
Minnesota State University, Mankato  
Trafton North 131  
Mankato, MN 56001  

Phone: 507-389-1521  
TTY: 800-627-3529 or 711  
Fax: 507-389-5183  
Email: kenneth.adams@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 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.