NOTICE OF VACANCY

OPENING DATE: February 10, 2021
POSITION: Graduate Assistant – Advising, College of Business Student Center
APPLICATION DEADLINE: Priority application deadline: March 31, 2021 position will remain open until filled.
DATE OF APPOINTMENT: August 12, 2021
SALARY: $10,000 ($5,000/semester) plus tuition waiver up to 12 credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver. Dependent upon availability of funds, period of appointment and assignment.

RESPONSIBILITIES: The position will be involved in a range of activities geared toward student success and retention. Responsibilities include, but are not limited to: provide advising to all undergraduate students, including students from underrepresented populations and assist with the recruitment, orientation and registration process. Review academic records to determine progress toward admission to major and progress toward degree. Support students who are experiencing academic difficulty. Develop and participate in programs geared toward student success. Maintain accurate records. Ability to learn, understand and explain academic policies. Participate in recruitment events. There may be other duties as assigned.

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.
• Effective oral and written communication, organizational, and interpersonal skills.
• Effective problem solving and decision making skills.
• Professional, dependable and effective time management skills and attention to details.
• Commitment to student development and success.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Preference given to students entering their first year of a graduate program.

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 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; 2) a brief resume; 3) unofficial transcripts; 4) contact information for three references to cobadvise@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/. 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.