NOTICE OF VACANCY

OPENING DATE: February 24, 2021
POSITION: Graduate Assistant – Government
APPLICATION DEADLINE: March 15, 2021
DATE OF APPOINTMENT: August 23, 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 appointee would be expected to work a number of hours consistent with salary, assisting members of the Department of Government, carrying out administrative assignments, aiding with courses, and in research duties. Other duties deemed appropriate could be assigned to the appointee.

REQUIRED QUALIFICATIONS:
• Bachelor's Degree
• Eligible for admission to a MUS graduate program and must not be provisional, non-degree seeking or denied student status.
• If the applicant is a beginning graduate student, their overall undergraduate GPA must be at least 3.2.
• If the applicant is already in another graduate program, the graduate GPA will be considered.
• Must be officially enrolled in the URBS Masters of Planning or Masters of Public Administration and Local Government graduate program, or give evidence of intention to enroll.

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment.
• Good oral and written communication skills.
• Knowledge of statistical methods and the use of technology.

RELATED INFORMATION: 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 beth.heidelberg@mnsu.edu.

CONTACT
Dr. Beth Heidelberg, Graduate Director
Department of Government
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Mankato, MN  56001
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TTY: 800-627-3529 or 711
Fax: 507-389-6377
Email: beth.heidelberg@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.