NOTICE OF VACANCY

OPENING DATE: February 15, 2021
POSITION: Graduate Assistant – Immigration
APPLICATION DEADLINE: March 15, 2021
DATE OF APPOINTMENT: August 16, 2021
SALARY: $10,000 ($5,000/semester) plus tuition waiver up to 9 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: Assist prior to and during New International Student Orientations. Attend all staff and immigration meetings. Complete scheduled training for F-1 student advising. Shadow and observe international student advisors, gradually co-advice, and eventually work independently advising F-1 students. Assist with design and implementation of immigration related workshops for students. Mentor academically at-risk students. Assist with planning and facilitation of international cultural programming. Other responsibilities as assigned.

REQUIRED QUALIFICATIONS:
- Admitted to or will be admitted to Minnesota State University, Mankato graduate program by August 2021.
- Enrolled in at least 6 credits of graduate-level coursework for each semester.
- Excellent oral and written communication skills.
- Demonstrated technical ability with the use of personal computers and software including, but not limited to, all components of Microsoft Office
- U.S. Citizen or Permanent Resident

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Flexibility and adaptability
- Previous student service experience
- Familiarity with MSU, Mankato policies/procedures
- Aspiration to be an international student advisor

RELATED INFORMATION: 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 daniel.schwartz@mnsu.edu.

CONTACT
Daniel Schwartz
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Minnesota State University, Mankato
250 Centennial Student Union
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Phone: 507-389-1281
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TTY: 800-627-3529 or 711
Email: daniel.schwartz@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.