NOTICE OF VACANCY

OPENING DATE: February 22, 2021
POSITION: Graduate Assistant – Kearney Center for International Student Services
APPLICATION DEADLINE: March 19, 2021
DATE OF APPOINTMENT: August 02, 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 assists in carrying out the operations and activities of the KCIS, which includes the following:
- Assist New International Student Orientations.
- Attend International Student Association (ISA)board meetings and events (usually on nights and weekends); and act as staff liaison to provide assistance and mentoring.
- Assist with intercultural activities and programs.
- Serve as University contact for 3-4 culture nights and other events as assigned.
- Assist with coordinating the Mankato Area International Festival and attend all meetings.
- Other responsibilities as assigned.

REQUIRED QUALIFICATIONS:
- Must have a Bachelor's degree and be enrolled in a Master's degree program at Minnesota State University, Mankato by August 2021.
- Enrolled in at least 6 credits of graduate-level coursework for each semester.
- Leadership experience of at least one year in a recognized student organization.
- Strong oral and written communication skills.
- Demonstrated organizational and planning skills.
- Demonstrated technical ability with the use of personal computers and software including, but not limited to, all components of Office 365.
- The ability to work some nights and weekends.
- Ability to meet State of Minnesota Driver Vehicle eligibility (See the following website for vehicle consent form requirements: http://www.mnsu.edu/vehicles/vehicleconsentform.html)

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Demonstrated ability to research, create, execute and assess activities and programs.
- Experience in developing checklists and procedures for events/activities.
- Familiarity with MSU, Mankato event/scheduling/space/food policies.
- Experience collaborating with other campus offices or community schools/organizations.
- Knowledge and/or experience with promoting events.
- The ability to take direction and work independently.

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.

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 jacy.fry@mnsu.edu.

CONTACT
Jacy Fry, Director
Kearney Center for International Student Services
Minnesota State University, Mankato
Centennial Student Union 250
Mankato, MN  56001
Phone: 507-389-5204
TTY: 800-627-3529 or 711
Email: jacy.fry@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.