NOTICE OF VACANCY

OPENING DATE: March 5, 2021
POSITION: Front Desk Graduate Assistant – Kearney Center for International Student Services
APPLICATION DEADLINE: March 26, 2021
DATE OF APPOINTMENT: August 01, 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: Assist in creating a warm and welcoming front office environment for all students and visitors. Answer phones and email and welcome visitors by providing initial information and directions. Develop a working knowledge of basic international student forms, policies, and regulations in order to be able to respond to basic questions. Schedule appointments for students with advisors. Use and understand University student records system (ISRS), Perceptive Content, and MavCONNECT. Other responsibilities as assigned.

REQUIRED QUALIFICATIONS:

- Admitted to or will be admitted to Minnesota State University, Mankato graduate program by August 2021.
- 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.
- Punctual and professional demeanor with respect for confidentiality and privacy.

PREFERRED QUALIFICATIONS:

- Demonstrated commitment to fostering a diverse working and learning environment.
- Demonstrated ability to solve problems.
- Previous customer service experience.
- Familiarity with MSU, Mankato policies/procedures.
- Detail orientated with excellent organizational skills.
- Working knowledge of basic international student forms, policies, and regulations.

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 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
Fax: 507-389-2790
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 opportunit University and is a member of the Minnesota State Colleges and Universities System.