NOTICE OF VACANCY

OPENING DATE: March 1, 2021
POSITION: Graduate Assistant – Maverick Diversity Institute
APPLICATION DEADLINE: March 20, 2021
DATE OF APPOINTMENT: August 16, 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 with scheduling, registration, recording, and distributing educational sessions led by the Maverick Diversity Institute (MDI). Design and distribute assessments using the learning outcomes created for the MDI.
- Create and distribute marketing and promotional materials to advertise the MDI.
- Build the social media presence of the MDI to widen the impact of the educational series.
- Represent the MDI at events, in classes, and at information fairs, focusing on communicating the mission, purpose, and events of the MDI.
- Participate in weekly staff meetings and weekly supervision with the Director of the Women’s Center.
- Opportunities to lead student discussions on MDI topics.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admitted to Minnesota State University graduate program by start date.
- Knowledge of multiculturalism and feminism.
- Demonstrated commitment to student development.
- Excellent written and verbal communication skills.
- Ability to speak in public and the classroom environment.
- Knowledge of social media platforms (Facebook, Twitter, Instagram, etc.).

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience developing marketing materials using web or software programs.
- Experience planning educational and social programs.
- Experience developing program assessments.

RELATED INFORMATION: The Maverick Diversity Institute offer challenging and unique workshops and programming that help Minnesota State Mankato community members develop their skills to advocate for inclusivity, access, and equity in the workplace and the classroom. Additional information about the Maverick Diversity Institute can be found here: https://mankato.mnsu.edu/university-life/diversity-and-inclusion/diversity_campus_and_beyond/maverick-diversity-institute/.

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 elizabeth.steinborn-gourley@mnsu.edu.

CONTACT
Liz Steinborn-Gourley, Director
Women’ Center
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218 Centennial Student Union
Mankato, MN 56001
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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.