NOTICE OF VACANCY

OPENING DATE: February 24, 2021
POSITION: Graduate Assistant – Office of University Fellowships
APPLICATION DEADLINE: Open until filled.
DATE OF APPOINTMENT: August 23, 2021
SALARY: Full-time assistantship (20 hours per week) with $5000 stipend for each semester of appointment, out-of-state tuition waiver and waiver of tuition charges for up to 9 graduate credits per semester (excluding summer sessions). Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Work closely with the University Fellowship Coordinator to further the mission of the Office of University Fellowships while adhering to the mission of the University. Areas of responsibility include but are not limited to:
- Design and implement events and workshops.
- Represent the Fellowships Office at tabling events.
- Communicate with various offices on campus and key faculty and staff about award opportunities and related activities Manage Fellowship Office social media.
- Update Fellowship Office website and awards lists as necessary.
- Create and distribute marketing and recruitment materials for various awards and events.
- Create and distribute the Fellowships Office newsletter.

REQUIRED QUALIFICATIONS:
- Possession of a Bachelor's Degree and be admitted into a Minnesota State University, Mankato graduate program.
- Strong oral and written communication, organizational, and interpersonal skills.
- Demonstrated ability to create social media, website, and newsletter content for a variety of audiences.
- Basic computer knowledge of Microsoft Word, Excel, and PowerPoint.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience working with highly motivated students.
- Knowledge of prestigious national and international award opportunities.
- Preference given to students entering their first year of graduate school and/or doctoral students who have career goals in the field of education.

RELATED INFORMATION: Applications will be accepted until August 1, 2021 or until the position is filled, whichever happens first. Based on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. All applications in pool become inactive on August 31, 2021. The initial appointment(s) will be made from the pool of applicants available at the initial application deadline specified above. If other vacancies occur during the academic year, all applications, including those in the original pool and those received after the initial application deadline, will be considered.

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 kristen.cvancara@mnsu.edu.

CONTACT
Kristen Cvancara
Office of University Fellowships
Minnesota State University, Mankato
201-P Armstrong Hall
Mankato, MN  56001
Phone: 507-389-5538
TTY: 800-627-3529 or 711
Fax: 507-389-5155
Email: kristen.cvancara@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/](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](mailto: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.