NOTICE OF VACANCY

OPENING DATE: February 11, 2021
POSITION: Graduate Assistant – Student Affairs
APPLICATION DEADLINE: Priority consideration will be given to applicants received by March 12, 2021. Review of applications will continue until position is filled.
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: The Student Affairs Graduate Assistant will have a range of responsibilities including: Support Student Affairs Assessment, Evaluation, Planning & Communication; Website Content Management; Other projects to improve the student experience.

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.
- Experience in student leadership, communication, or other related area.

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment
- Available for GA appointment for summer 2021.
- Demonstrated technical ability with the use of personal computers and software including, but not limited to, Microsoft Office.
- Interest in conducting research in the field of Student Affairs.
- Demonstrated communication, interpersonal and problem-solving skills.
- Ability to work independently, cooperatively and with close attention to detail.

RELATED INFORMATION: Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate Assistants must enroll in a minimum of six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit. 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 student-affairs@mnsu.edu.

CONTACT
David Jones
VP for Student Affairs & Enrollment Management
Minnesota State University, Mankato
228 Wigley Administration Center
Mankato, MN 56001
Phone: 507-389-2121
Fax: 507-389-2246
TTY: 800-627-3529 or 711
Email: student-affairs@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.