NOTICE OF VACANCY

OPENING DATE: July 28, 2014
POSITION: Graduate Assistantship: Department of Research and Sponsored Programs
APPLICATION DEADLINE: Review of applications will begin on August 1, 2014 and will continue until position is filled.
DATE OF APPOINTMENT: August 26, 2014 – May 8, 2015
SALARY: Up to $9000 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 primary responsibility of this position is to assist faculty and staff in their pursuit of internal and external funding for research, scholarship, service and creative endeavors. Tasks will be performed under the supervision of Research and Sponsored Programs staff. These tasks include, but are not limited to:

- Creating promotional materials such as posters, brochures, and other publications that promote RASP services;
- Running budget reports and keeping updated budget spreadsheets;
- Maintaining database of grant and contract awards;
- Performing searches of funding opportunities;
- Managing and updating the RASP website;
- Developing fall and spring Newsletters to highlight important RASP events and information.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree.
- Admitted to Minnesota State University graduate program by start date.
- Enrolled in a minimum of six (6) credits per semester during assistantship.

PREFERRED QUALIFICATIONS:
- Demonstrated high level of computer skills including Adobe InDesign, PhotoShop, FileMaker Pro, Access & Excel.
- Excellent oral and written communication skills.
- Attention to detail in editing documents.
- Experience updating websites with various computer languages utilized in web design desired (HTML, Javascript, PHP).
- Demonstrated ability to prioritize and work semi-independently.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: The initial appointment will be made from the pool of applicants available. If a vacancy occurs during the academic year, all applications, including those in the original pool and those received after the initial review date, will be considered. All applications in the pool become inactive on May 1, 2015. Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Graduate Assistants must enroll in a required of six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit.

TO APPLY: Please send a Graduate Assistantship Application form (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), cover letter, resume, and transcript to the address below:

CONTACT: Jeane McGraw
Research and Sponsored Programs
Minnesota State University, Mankato
325 Wigley Administration
Mankato, MN 56001
Phone: (507) 389-5275
TTY: (800) 627-3529 or 711
Fax: (507) 389-5459
Email: jeane.mcgraw@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, 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 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.