NOTICE OF VACANCY

OPENING DATE: December 16, 2015
POSITION: Graduate Assistant: College of Social & Behavioral Sciences
APPLICATION DEADLINE: December 30, 2015
DATE OF APPOINTMENT: No later than January 20, 2016
SALARY: Spring Semester 2016 $4500/semester (20 hours/week) (Tuition stipend up to 9 credits/per semester)
Summer Session 2016: About $3500 (20 hours/week) (Tuition stipend not available for summer session)

RESPONSIBILITIES: Assist the Student Relations Coordinator in the College of Social and Behavioral Sciences with many advising and College-related activities. Specific duties include: general education advising; assisting students experiencing academic difficulty; interpreting degree-audit reports; explaining graduation application procedures; informing students about the departments/academic programs offered in the College; promoting the College at admissions’ events; assisting with orientation; planning and implementing student related College sponsored events, programs, and activities; and assisting the Student Relations Coordinator with other advising-related activities as needed and appropriate.

REQUIRED QUALIFICATIONS:
- Interest in working with students in academic advising situations.
- Demonstrated understanding of advising-related issues.
- Bachelor’s degree
- Admitted to a Minnesota State University graduate program in the College of Social and Behavioral Sciences.
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship, and in good academic standing.

PREFERRED QUALIFICATIONS:
- Strong communication skills.
- Strong problem solving skills.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work independently and cooperatively.
- Experience working with web editing, publications, and social media.
- First semester/year of graduate study.
- Experience working with college students in areas such as advising, orientation, residence life, and other students services
- Knowledge of Microsoft Office.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: The Graduate Assistant will be chosen from a pool of applicants available at the initial application deadline specified above. 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 Mankato and application are available at: http://grad.mnsu.edu/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: Send Graduate Assistant application (grad.mnsu.edu/forms/), resume, cover letter detailing how you meet the above qualifications, unofficial transcripts, and names, addresses and phone numbers for three (3) references to the address or email below. *Due to winter break, all applications must be either emailed or mailed. The Advising Center will be closed until January 4, 2016 and applications will not be reviewed until that time.

CONTACT:
Melissa Iverson, Student Relations Coordinator
Student Relations, College of Social & Behavioral Sciences
114 Armstrong Hall
Minnesota State University
Mankato, MN 56001
Phone: (507) 389-1351
TTY: (800) 627-3529 or 711
E-mail: Melissa.iverson@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 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.