NOTICE OF VACANCY

OPENING DATE: February 24, 2016
POSITION: Graduate Assistantship: Undergraduate Admissions Office
APPLICATION DEADLINE: Priority will be given to applications received by March 18, 2016.
DATE OF APPOINTMENT: 2016-2017 Academic Year
SALARY: Up to $9000 plus tuition stipends, dependent on availability of funds, period of appointment and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: The selected candidate will work with the staff in the Undergraduate Admissions Office to provide recruitment activity and project management support in all program areas. Responsibilities include meeting with prospective student and families when they visit campus, participating in on and off campus recruitment events, co-advising the Student Ambassador Registered Student Organization, representing the Office of Admissions in select university committees, and providing general support to staff in the Undergraduate Admissions Office.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admission to the College of Graduate Studies at Minnesota State University, Mankato
- Enrollment in a minimum of six (6) credits per semester during assistantship

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment
- Strong written and oral communication skills
- Demonstrated ability to do collaborative work as part of a team with University faculty and staff
- Direct experience in Admissions, Student Services, Advising, Public Relations, or Marketing
- Pursuing a degree in counseling, education, or communication related graduate program
- Experience with database management, spreadsheets, and use of web applications

RELATED INFORMATION: The Undergraduate Admissions Office at Minnesota State University, Mankato is responsible for activities to the recruitment and admission of undergraduate high school and transfer students and the admission of international undergraduate students. 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 University, 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: Complete Graduate Assistant application (grad.mnsu.edu/forms/), resume, cover letter, unofficial transcripts and contact information for of three (3) references.

CONTACT:
Abby Ellis, Admissions Officer
Office of Admissions
Minnesota State University, Mankato
122 Taylor Center
Mankato, MN 56001
Phone: 507-389-5038
TTY: 800-627-3529 or 711
Fax: 507-389-1511
Email: abby.ellis@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.