NOTICE OF VACANCY

OPENING DATE: February 22, 2016
POSITION: Graduate Assistantship: Contract Admission Program Academic Advisor, Center for Academic Success
APPLICATION DEADLINE: Priority will be given to applications received by March 13, 2016
DATE OF APPOINTMENT: August 15, 2016
SALARY: Up to $9,000 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: Selected candidate will assist students admitted to the Minnesota State University, Mankato Contract Admission Program. Responsibilities include academic advising, monitoring of student progress, preparing instructional materials, maintaining accurate records, conducting academic success skills workshops and performing other duties as assigned.

REQUIRED QUALIFICATIONS:
- Bachelor's Degree
- Admission to a Minnesota State University, Mankato graduate program at start date
- Strong interpersonal skills and administrative abilities.
- Enrollment in a minimum of six (6) graduate credits per semester during assistantship

PREFERRED QUALIFICATIONS:
- Enrollment in a first year graduate program in the Counseling & Student Personnel Department, Education or Human Services
- Knowledge of academic skills practices
- Demonstrated experience working with academically at risk students

RELATED INFORMATION: This assistantship will be up to 20 hours per week with a variety of duties involving students considered to be at-risk. Contingent upon satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate Assistants are required to enroll for a minimum of six graduate credits per semester and must maintain a 3.0 GPA. The initial appointment will be made from the pool of applicants available at the deadline specified above. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/.

TO APPLY: Complete Graduate Assistant application (grad.mnsu.edu/forms/), resume, cover letter detailing how you meet the above qualifications, and unofficial transcripts. Paper-based applications may be sent to the following address:

CONTACT:
Jason Westman, Director, Center for Academic Success
ML 125 Minnesota State University, Mankato
Mankato, MN 56001
Phone: 507-389-1791
TTY: 800-627-3529 or 711
Fax: 507-389-2726

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.