NOTICE OF VACANCY

OPENING DATE: January 4, 2016

POSITION: Graduate Assistant(s): Career Development Center

APPLICATION DEADLINE: Priority consideration will be given to applications received by March 15, 2016. Review of applications will continue until position/s is filled.

DATE OF APPOINTMENT: August 22, 2016; 2016-2017 Academic Year

SALARY: Up to $9,000 for the academic year (up to 20 hours per week). Benefits may include waiver of out-of-state tuition rate and tuition stipend for up to 18 credits a year (9 credits per semester) excluding summer sessions. Note: Salary and tuition waiver are pro-rated for appointments of less than 20 hours/week.

RESPONSIBILITIES: Graduate Assistants in the Career Development Center are assigned a range of responsibilities such as: providing students with career counseling and job search assistance; assisting students in determining an academic major; helping students identify and access resources within the Career Resource Library and on the Internet; conducting workshops or presenting to groups on career related issues; assisting with the planning, marketing and administration of career events and other programs; instructing students in the use of the Center’s online MavJobs system for employer and job searches.

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, and in good academic standing.

PREFERRED QUALIFICATIONS:

- Effective communication skills.
- Demonstrated commitment to student development.
- Dedication to professional development.
- Pursuing a degree in Counseling and Student Personnel.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: The Career Development Center offers a variety of interrelated services that address students’ needs from their initial enrollment through alumni/ae status. The Center’s developmentally-based initiatives include career counseling, academic major selection, part-time and seasonal employment listings, internship information and job seeking assistance. Additional information on the Career Development Center can be found at: http://www.mnsu.edu/cdc. For more information about diversity in Student Affairs please visit http://www.mnsu.edu/cultdiv/. If vacancies occur 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 June 30, 2017. Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment.

TO APPLY: Submit a graduate assistant application (available at http://grad.mnsu.edu/forms/grad-app-form.pdf), unofficial undergraduate transcript, resume and letter addressing your qualifications for the appointment via email to cdc@mnsu.edu.

CONTACT:
Matthew Carlson
Career Development Center
209 Wigley Administration Center
Minnesota State University, Mankato
Mankato, MN 56001

Phone: (507) 389-6061
TTY: (800) 627-3529 or 711
Fax: (507) 389-5114
E-mail: cdc@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.