NOTICE OF VACANCY

OPENING DATE: February 25, 2016
POSITION: Graduate Assistant: Internship and Partnership Support Assistant
APPLICATION DEADLINE: Priority consideration will be given to applications received by March 22, 2016. Review of applications will continue until position is filled.
DATE OF APPOINTMENT: June 1, 2016; 2016-2017 Academic Year
PREFERRED AVAILABILITY: Starting summer 2016

SALARY: Full-time Graduate Assistantship (20 hours per week) with 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.

PURPOSE: Assist Internship and External Partnerships Coordinator with coordinating industry partnership activities and activities to support College of Business internship programs. Support activities will include assisting in the planning and coordination of events, assisting in conducting internal and external internship and partnership communications, conducting research and data analysis projects, performing administrative functions to support the daily operations of the Internship and External Partnerships Coordinator in addition to other duties and project work as assigned.

RESPONSIBILITIES:
- Perform administrative functions to support the Internship and External Partnerships Coordinator including email, scheduling appointments, creating Microsoft Office documents using Outlook, Word, PowerPoint, Excel, etc.
- Creating marketing materials which include but are not limited to: ads, posters, mass email communications
- Conduct internship and industry partnership communications using email, social media, phone calls and other methods
- Knowledge and ability to provide resume critique and actively support the Internship and External Partnerships Coordinator
- Perform independent grant and market research activities with minimal supervision
- Assist in coordination and execution of events to support internship participation and industry partnerships including lunch and learns, student tours, classroom presentations, etc.
- Assist in maintenance of internship website by gathering new content for website, coordinating with IT to update current material, and recommending improvements
- Conducting resume searches and candidate outreach to source candidates for a variety of business related internship and entry-level positions
- Collect data on internship participation and industry partnership activity using surveys and other methods, analyze and report on results on an ad hoc basis
- Conduct research projects to support new career, internship, and partnership initiatives
- Additional duties and project work as assigned

REQUIRED QUALIFICATIONS:
- Bachelor’s degree
- Admitted to Minnesota State University, Mankato graduate program by start date
- Enrolled in a minimum of six (6) credits per semester during assistantship, and in good academic standing
- Strong aptitude for using Microsoft Excel, Word, and PowerPoint, various social media platforms, and other technology tools

PREFERRED QUALIFICATIONS:
- Proven ability to achieve work results with minimal supervision
- Ability to think quickly under pressure and manage tight deadlines
- Strong Microsoft Excel skills that will be utilized to gather, support and filter large amounts of raw data, and creating graphs and charts by utilizing pivot tables and VLOOKUP functions and other advanced formulas
- Ability to maintain confidentiality
- Proven ability to provide exceptional customer service
- Strong written and oral communication skills
- Strong time management and organizational skills
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- Business or Communications related undergraduate degree
- Previous experience in event planning and/or providing administrative support
- Experience with web marketing, graphic design, SEO, and/or data analysis
- Demonstrated commitment to fostering a diverse working and learning environment
- Superior knowledge of Microsoft Office

RELATED INFORMATION: Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment. Additional information on Minnesota State University, Mankato can be found at [www.mnsu.edu](http://www.mnsu.edu). Graduate Assistants must enroll in 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 University, Mankato and application are available at: [http://grad.mnsu.edu/](http://grad.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 references to the address below.

CONTACT:
Luke Howk, Internship and External Partnerships Coordinator
College of Business
Minnesota State University, Mankato
Morris Hall 151
Mankato, MN 56001

Phone: 507-389-1827
TTY: 800-627-3529 or 711
Email: lucas.howk@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.