NOTICE OF VACANCY

OPENING DATE: June 24, 2016
POSITION: Graduate Assistant: Internships and Partnership Support
APPLICATION DEADLINE: Review of applications will begin immediately and continue until position is filled.
DATE OF APPOINTMENT: Fall 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: Assist Internship and External Partnerships Coordinator with coordinating activities to support College of Business (COB) internship programs. Support activities will include assisting individual students and groups in engaging in internships, planning and coordination of events to support student professional preparation, conducting internal internship communications, conducting research, 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.

- 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.
- Conduct internship communications using email, social media, and other methods.
- Assist in coordination and execution of events to support internship participation including mentoring activities, student tours, resume preparation sessions, etc.
- Assist in maintenance of internship website by gathering new content for website, coordinating with IT to update current material, and recommending improvements.
- Collect data on internship participation using surveys and other methods, analyze and report on results on an ad hoc basis.
- Conduct research projects to support new career and internship initiatives.
- Additional duties and project work as assigned.

REQUIRED QUALIFICATIONS:
- Admission to a graduate program at Minnesota State University, Mankato
- Enrollment in a minimum of six (6) graduate credits per semester during assistantship
- Proven ability to provide exceptional customer service
- Strong written and oral communication skills
- Strong time management and organizational skills
- Strong aptitude for using Microsoft Excel, Word, and PowerPoint, various social media platforms, and other technology tools
- Proven ability to achieve work results with minimal supervision
- Ability to maintain confidentiality
- Ability to work at least 20 hours a week

PREFERRED QUALIFICATIONS:
- 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, and working with diverse populations

TO APPLY: Send Graduate Assistant application [http://grad.mnsu.edu/forms/appforgradassistantship.pdf()], cover letter and resume to the address below.

CONTACT:
Lucas Howk
Phone: 507-389-5420
College of Business
TTY: 800-627-3529 or 711
Minnesota State University, Mankato
Fax: 507-389-1137
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Mankato, MN 56002

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.
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Requests for reasonable accommodation on 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.