NOTICE OF VACANCY

OPENING DATE: August 9, 2016
POSITION: Graduate Assistant; College of Education, Online Resource Center
APPLICATION DEADLINE: Application review will begin immediately and continue until the position is filled.
DATE OF APPOINTMENT: August 2016
SALARY: 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.

RESPONSIBILITIES: Assist College of Education (COE) faculty to develop, organize, and deliver online courses. This includes, but is not limited to, support for faculty pursuing Quality Matters certification. Support COE Technology Director, who would be freed to support COE faculty in developing online content. Participate in COE technology committee. Assist COE faculty, staff, and students, in use of online assessment management system and other resources benefitting online courses. Maintain a COE website link listing services and resources for online course development and delivery. Develop and maintain a record of COE online courses and teaching faculty. Manage resources for online courses delivery (e.g., video equipment, relevant software). Assist in the collection of online course evaluation. Other duties relating to COE online courses as assigned.

REQUIRED QUALIFICATIONS:
- Admission to a Minnesota State University, Mankato graduate program
- Must be enrolled for a minimum of six graduate credits per semester
- Strong professional communication, work skills, organization, and responsiveness
- Proficient level technical skills, e.g. MS Office, Office 365, D2L, video/audio recording, and posting to the web

PREFERRED QUALIFICATIONS:
- Mid-level skill with web content development preferred
- Experience with Help Desk support and/or on-demand training a plus
- Demonstrated commitment to fostering a diverse working and learning environment
- Experience with podcasting, screen and lecture capture, video meetings, collaboration software, and online teaching resources preferred

RELATED INFORMATION: The primary role of the today’s College of Education is to prepare professional educators, counselors, and education leaders in many roles, creating one of the most stable and high quality school workforces in the world. Nearly 1,700 students are enrolled in the COE. Approximately 1,100 are undergraduates along with 600 graduate level students seeking doctorate and Master’s degrees in a variety of areas as well as specialist licensure and continuing education certification. Additional information on Minnesota State University, Mankato, College of Education can be found at: [http://ed.mnsu.edu/](http://ed.mnsu.edu/). Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level. The initial appointment will be made from the pool of applicants available. If a vacancy occurs 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 September 2, 2016. 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 Mankato and application are available at: [http://grad.mnsu.edu/](http://grad.mnsu.edu/).

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

CONTACT:
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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.