NOTICE OF VACANCY

OPENING DATE: August 30, 2016

POSITION: Graduate Assistant: Center for School – University Partnerships

APPLICATION DEADLINE: Application review will begin immediately and continue until the position is filled.

DATE OF APPOINTMENT: September 1, 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: The selected candidate will work with the staff in the Center for School-University Partnerships (CSUP) to provide assistance in all program areas. Responsibilities include working with the CSUP Director and Administrative Assistant on school-university activities that benefit both College of Education students/faculty and K-12 partners schools. Specific responsibilities include (1) marketing and sharing school-university activities by managing CSUP publications (Partnership magazine, published two times each academic year, and launch of electronic/social media plan for communication. (2) promoting Advancement Via Individual Determination (AVID) tutoring program through communications, recruiting and scheduling of AVID tutors, (3) general event planning/management and relationship building with school and university stakeholders. Working with the College of Education web designer to maintain and update the CSUP website and social media for all CSUP events.

REQUIRED QUALIFICATIONS:
- Bachelor's Degree
- Admitted to a Minnesota State University, Mankato graduate program
- Enrolled in a minimum of six (6) credits per semester at the graduate level

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience in marketing, technical writing, and/or public relations through electronic media.
- Ability to work collaboratively with Minnesota State Mankato faculty and staff, school district personnel and students from partner districts.
- Exceptional interpersonal, oral and written communication skills.
- Excellent organizational skills.
- Demonstrated ability to work independently.
- Attention to detail, professionalism, and dependability.
- Experience in an educational setting

RELATED INFORMATION: Graduate assistants must be enrolled for a minimum of six (6) graduate credits each semester. Included in this assistantship is a credit waiver of 9 credits per semester. 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/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Graduate Assistants must enroll in a required minimum of six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit.

The Center for School-University Partnerships (CSUP), housed in the College of Education at Minnesota State University, Mankato, was established in 1988. It acts as a liaison between P-12 institutions and post-secondary programs involved in educator preparation, and focuses on developing and supporting partnerships between the College and schools/communities. This year, CSUP and its school partners are launching the Minnesota Educators Partnership, which engages school districts with Minnesota State Mankato to enhance teacher preparation, provide professional development and advocate for improvements to the education system in Minnesota, from pre-k through college. Graduate Assistants must enroll in a required minimum of six credits per semester. Additional information about graduate assistantships at Minnesota State Mankato and application are available at http://grad.mnsu.edu

TO APPLY: Send Graduate Assistant application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), resume, cover letter detailing how you meet the above qualifications and names, addresses and phone numbers for three references to the address below.

CONTACT:
Jill Ryan, Administrative Assistant
Center for School-University Partnerships
Minnesota State University, Mankato
Armstrong Hall 117
Mankato, MN 56001
Phone: 507-389-1217
TYY: 800-627-3529 or 711
Fax: 507-389-2838
Email: jill.ryan@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.