NOTICE OF VACANCY

OPENING DATE: February 25, 2016
POSITION: Graduate Assistantship: Elementary and Early Childhood Education
APPLICATION DEADLINE: Priority will be given to applications received by March 30, 2016.
DATE OF APPOINTMENT: August 22, 2016
SALARY: Up to $9000 plus tuition stipends, dependent on availability of funds, period of appointment and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES:
- Maintain and update department website using HTML, CSS and Adobe Photoshop
- Create forms using HTML, Adobe Pro and Google Apps
- Maintain and update department Access database
- Guide faculty and staff in the use of Access database
- Assist faculty with managing graduate online courses
- Assist with management of academic programs through innovative use of technology
- Assist with D2L course management for graduate programs
- Assist faculty with IT-related issues

REQUIRED QUALIFICATIONS:
- Admitted to or will be admitted to Minnesota State University, Mankato graduate program
- Enrolled in at least 6 credits of graduate level coursework with a minimum of a 3.0 GPA
- Background in IT and experience in web design

PREFERRED QUALIFICATIONS:
- Demonstrated commitment to fostering a diverse working and learning environment
- Ability to work independently, cooperatively, and with close attention to detail.

RELATED INFORMATION: Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level. Additional information about graduate assistantships at Minnesota State University Mankato and application are available at: http://grad.mnsu.edu/. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu

TO APPLY: Complete Graduate Assistant application (grad.mnsu.edu/forms/), resume, cover letter, unofficial transcripts and contact information for of three (3) references.

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, 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.