NOTICE OF VACANCY

OPENING DATE: April 18, 2016
POSITION: Graduate Assistantship: Department of Gender and Women’s Studies
APPLICATION DEADLINE: April 22, 2016
DATE OF APPOINTMENT: August 2016
SALARY: $9,000 per year plus tuition stipend for a maximum of 9 credits per semester of appointment PENDING FUNDING. Full or half–time appointments may be made. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Assistance to the Department of Gender & Women’s Studies for 20 hours per week (10 hours if half-time). Duties may include the following:
- Teaching assistant to department faculty
- Research assistant to department faculty
- Media coordinator, departmental blog and social media

REQUIRED QUALIFICATIONS:
- Baccalaureate degree
- Enrolled for a minimum of six (6) graduate credits per semester
- Admitted into the Gender & Women’s Studies Master’s program at MNSU as a first- or second-year student
- Gender & Women’s studies background or feminist leadership experience

PREFERRED QUALIFICATIONS:
- Motivated; ability to take initiative
- Strong organizational skills
- Possess strong time management and problem solving skills
- Strong attention to detail
- Teaching experience in Gender or Women’s Studies
- Experience with blog maintenance
- Excellent communication skills
- Demonstrated commitment to fostering a diverse working and learning environment

RELATED INFORMATION: Gender & Women’s Studies at Minnesota State Mankato combines theory, research and scholarship with the aim of promoting social change. Graduate Assistants must enroll in a minimum of six credits per semester. Applications for graduate assistants will be accepted throughout the academic year. The initial appointment(s) will be made from the pool of applicants available at the initial application deadline specified above. If other vacancies occur during the academic year, all applications, including those in the original pool and those received after the initial application deadline will be considered. All applications in the pool become inactive on July 1 of each academic year. 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 about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/

TO APPLY: Submit Graduate Assistant application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf); resume; names and phone numbers of at least two references; unofficial transcript; and cover letter. Your letter should address the qualifications described above and explain how you will use your graduate assistantship to advance your professional or academic goals. Incomplete applications will not be considered. An official or certified copy of the transcripts will be required prior to any interview as a finalist for this position.

CONTACT:
Gender & Women’s Studies
Minnesota State University, Mankato
109 Morris Hall
Mankato, MN 56001
Phone: 507-389-2077
TTY: 800-627-3529 or 711
Fax: 507-389-6377
Email: veldhc@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, 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.