NOTICE OF VACANCY

OPENING DATE: March 18, 2016
POSITION: Graduate Assistant: Learning Communities
APPLICATION DEADLINE: April 10, 2016
DATE OF APPOINTMENT: August 8, 2016

SALARY: A full graduate assistantship includes a stipend of approximately $13,500 per 11 month appointment (or $9,000 per 9 month appointment), dependent upon availability of funds. In addition to salary, benefits include tuition waiver of up to 9 graduate credits each semester, (not including summer). Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Supervision of Learning Community Coordinators. Assist in the selection, training, evaluation of the Learning Community Coordinator (LCC) staff. Assist with the planning, marketing, and administration of programs targeting Learning Community students. Meet weekly with your LCC Team to provide supervision and support. Meet in a 1-on-1 setting weekly with each member of your LCC team to provide individualized supervision and support. Maintain an inviting office space. Maintain files and prepare required reports. Collaborate on event planning. Gather and develop resources that could be used to promote the academic success of students. Serve on Learning Community related committees and working groups. Assist in the selection of Graduate Learning Community staff. Meet regularly with the Learning Community leadership and graduate assistant staff. Meet regularly in a 1-on-1 setting with your supervisor. Other duties as assigned by the Learning Community Leadership Staff.

REQUIRED QUALIFICATIONS:
• Admission to the College of Graduate Studies at Minnesota State University, Mankato
• Bachelor’s Degree
• Enrollment in a minimum of six (6) graduate credits per semester during assistantship

PREFERRED QUALIFICATIONS:
• Demonstrated commitment to fostering a diverse working and learning environment
• Strong oral and written communication skills
• Demonstrate strong organizational skills and attention to detail
• Commitment to teamwork and collaboration
• Understanding of first year student issues (academic, transitional)
• Experience with student, community, volunteer or nonprofit organizations
• Demonstrated experience working with college students
• Interest in college student development
• Previous experience with learning communities/special interest housing

RELATED INFORMATION: Contingent on satisfactory performance as a graduate assistant, satisfactory academic progress, and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Graduate Assistants must enroll in a required of six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit.

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

CONTACT:
Jean Clarke, Program Coordinator
Learning Community Program
Minnesota State University, Mankato
Crawford C131
Mankato, MN 56001
Phone: 507-389-1450
TTY: 800-627-3529 or 711
Email: jean.clarke@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.