NOTICE OF VACANCY

OPENING DATE: May 20, 2016
POSITION: Graduate Assistant: Library Services – Common Read
APPLICATION DEADLINE: Review of applications will begin immediately and continue until position is filled.
DATE OF APPOINTMENT: August 15, 2016 – May 8, 2017 (20 hours per week)
SALARY: $4,500 per semester stipend plus full tuition remission up to 18 graduate credits during the academic year.

RESPONSIBILITIES: The Library Common Read Graduate Assistant is responsible for assisting the Outreach Librarian in the implementation of the Common Read program at Minnesota State University, Mankato. The GA would work on: scheduling and logistics, developing marketing materials, updating and adding content to the Common Read website, promoting the Common Read using social media, helping to plan and facilitate Common Read events and activities, organizing and maintaining Common Read records, and more. The GA would work under the supervision of the Outreach Librarian and in collaboration with the Common Read Library Committee and, during times of low Common Read activity, would support other Library Outreach activities as needed.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree
- Eligibility for admission into an MSU, Mankato graduate program

PREFERRED QUALIFICATIONS:
- Undergraduate degree or current graduate work in any of the following fields: Education, Student Personnel, Technical Communications, Marketing, Theatre, or related fields.
- Strong detail-oriented, organizational, interpersonal and written communication skills are essential.
- Good computer knowledge and skills.
- Experience in event planning, assessment, marketing, graphic design, social media, curriculum development is preferred.
- Demonstrated commitment to fostering a diverse working and learning environment

RELATED INFORMATION: Graduate Assistants are required to enroll for a minimum of six (6) graduate credits per semester. 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 the library is available at http://lib.mnsu.edu. Additional information about graduate assistantships at MSU is available at http://grad.mnsu.edu/assistantships/.

TO APPLY: Send Graduate Assistant application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf), application letter, brief resume, unofficial transcripts, and a list of references to:

CONTACT:
Leslie Peterson, Assistant to the Dean
Library Services
Minnesota State University, Mankato
P.O. Box 8419
Mankato, MN 56002-8419
Phone: 507-389-2290
TTY: 800-627-3529 or 711
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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.