NOTICE OF VACANCY

OPENING DATE: March 18, 2016
POSITION: Graduate Assistant: Library Instruction
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: Under the supervision of the Instructional Service Librarian, the Instruction Graduate Assistant will work towards the creation of effective library learning experiences using technology. Duties include working with Librarians to produce and maintain effective multimedia learning objects such as library guide webpages, tutorials, instructional videos, class activities, and handouts. Other duties may include group instruction, lesson planning, technology investigation, and library room scheduling.

REQUIRED QUALIFICATIONS:
• Bachelor’s Degree
• Acceptance into graduate degree program at Minnesota State University, Mankato
• Enrolled for at least six (6) graduate credits per semester, and in good academic standing

PREFERRED QUALIFICATIONS:
• Previous library or instructional technology experience
• Enrolled in educational technology, technical communication, or other related MSU graduate program
• Experience with HTML and/or CSS
• Experience with video editing
• Ability to work independently and as part of a team
• 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), resume, unofficial transcripts, and a list of references to:

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, 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.