NOTICE OF VACANCY

OPENING DATE: December 14, 2015
POSITION: Graduate Assistant: Student Services Coordinator, Residential Life
APPLICATION DEADLINE: Review of applications will begin February 15, 2016 and continue until the position is filled.
DATE OF APPOINTMENT: August 1, 2016
SALARY: Base salary of $9,000 for appointment. In addition to salary, benefits include: 100% tuition remission for designated academic program during assistantship (up to 12 credits per semester at the graduate student tuition rate), furnished one bedroom apartment, compensation for training days, $400 professional development fund, local telephone, internet, and cable service. Summer assistantships are available.

RESPONSIBILITIES: The Department of Residential Life at Minnesota State Mankato facilitates students’ academic and personal success by providing educational opportunities and convenient accommodations to approximately 2,900 students. Each SSC provides direct supervision to the entire front desk team in a living area of 450-750 students and provides leadership in the coordination of the current community occupancy room change process.

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree
- Admitted to Minnesota State Mankato graduate program by start date.
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship, and in good academic standing.

PREFERRED QUALIFICATIONS:
- Strong communication skills.
- Demonstrated initiative and experience assisting others.
- Leadership experience.
- Knowledge of residence hall student issues.
- Effective time management, self-management, and conflict resolution skills.
- Previous experience in Residential Life (i.e. Desk worker, RA, Hall Director, hall government, RHA, etc.).
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Appointments will be made from the initial pool of applications. If vacancies occur during the academic year, all applications, including those in the original pool and those received after the priority deadline, will be considered. 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 programs at Minnesota State Mankato can be found at: http://grad.mnsu.edu For more information about this position in Residential Life visit: http://www.mnsu.edu/reslife/employment/employment.html Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu

TO APPLY: Submit the following documents to the address below:
- Graduate Assistant application (http://grad.mnsu.edu/forms/appforgradassistantship.pdf)
- Cover Letter
- Résumé/CV
- Unofficial transcripts
- Contact information for three (3) references

CONTACT:
Torin Akey, Associate Director
Residential Life
Minnesota State University, Mankato
111 Carkoski Commons
Mankato, MN 56001
Phone: 507-389-1011
TTY: 800-627-3529 or 711
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Email: torin.akey@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.