NOTICE OF VACANCY

OPENING DATE: February 4, 2016
POSITION: Graduate Assistant: Student Conduct
APPLICATION DEADLINE: Priority consideration will be given to applications received by March 15, 2016.
DATE OF APPOINTMENT: Fall Semester 2016
SALARY: Up to $9000 plus tuition stipends, dependent upon availability of funds, period of appointment and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Duties of the graduate assistant include investigating and disciplining alleged student conduct violations; writing accurate and timely letters and reports; facilitating academic integrity workshops; developing and delivering classroom presentations; working with the University Student Conduct Board, and assisting the Director of Student Conduct with special projects. In addition, the position will be responsible for updating the conduct web page, editing the student handbook, tracking student conduct and behavioral concern cases, and administering off-campus student conduct.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree.
- Admitted to a graduate program at Minnesota State University, Mankato by start date.
- Available for this position through May 8, 2017.
- Enrolled for at least six (6) graduate credits per semester.
- Exceptional editing, writing, and proofing skills.
- Confident public speaker.

PREFERRED QUALIFICATIONS:
- Ability to serve in the position for two (2) years.
- First-year student in Counseling and Student Affairs or Educational Leadership.
- High energy and positive outlook. Punctual, reliable and dependable.
- Knowledge of student development theory.
- Experience working with diverse students.
- Strong professional communication, work skills, organizational abilities and responsiveness.
- Ability to respond to stressful situations with a calm, professional demeanor.
- Willing and able to be an independent contributor to a team environment.
- Previous work experience in conduct or residential life.
- Demonstrated commitment to fostering a diverse working and learning environment.
- Experience in updating web pages and/or working with web media. Familiarity with technology, D2L, Excel, SPSS is helpful.

RELATED INFORMATION: Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.

TO APPLY: Submit the following documents to Dr. Mary Dowd at 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:
Dr. Mary Dowd, Director of Student Conduct
Office of Student Conduct
Minnesota State University, Mankato
228 Wigley Administration Center
Mankato, MN 56001

Phone: 507-389-2121
TTY: 800-627-3529 or 711
Fax: 507-389-2246
Email: mary.dowd@mnsu.edu
MINNESOTA STATE UNIVERSITY MANKATO

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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.