

NOTICE OF VACANCY

OPENING DATE: December 7, 2021

POSITION: Graduate Advisor to the Student Events Team

APPLICATION DEADLINE: March 4, 2022

DATE OF APPOINTMENT: August 1, 2022

SALARY: Full-time assistantship (20 hours per week) with \$5,000 stipend for each semester of appointment, out-of-state tuition waiver, and waiver of tuition charges for up to 9 graduate credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Work with Assistant Director and members of the Student Events Team in furthering the Student Events Team mission while adhering to the University mission. Direct and advise student leaders in areas of event planning, risk management, group facilitation, marketing, and identity development. This position will work closely with Welcome Week, Family Weekend, and Homecoming. Events may include concerts, speakers, 5ks, haunted houses, and other innovative events.

REQUIRED QUALIFICATIONS:

- Enrollment in a graduate program at Minnesota State University, Mankato.
- Enrollment in a minimum of six (6) graduate credits per semester during assistantship and in good academic standing.
- Prior program planning, development, and implementation experience.
- Ability to work late evenings and weekends on an irregular basis.

PREFERRED QUALIFICATIONS:

- Demonstrated commitment to fostering a diverse working and learning environment.
- Attention to detail, professionalism, dependability, and strong communication skills.
- Ability to work independently and as team member.
- Embraces the vision, mission and core values of Student Activities.
- Experience in event management.
- Exceptional decision-making skills.
- Experience leading and/or working with college programs or student organizations
- Ability to handle crisis situations.
- Experience with collegiate programming boards and/or to those enrolled in the Counseling and Student Personnel (Student Affairs) program or a closely related field.

RELATED INFORMATION: Additional information and Position Descriptions available online at: <https://mankato.mnsu.edu/university-life/activities-and-organizations/meet-the-team/student-activities-ga-applications/>.

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

TO APPLY: : In order to be considered for this position, please submit your resume, cover letter, references and statement on equity and inclusion at <https://mankato.mnsu.edu/university-life/activities-and-organizations/meet-the-team/student-activities-ga-applications/>."

CONTACT

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NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures, and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at <http://www.mnsu.edu/safety/>. You may also request a paper copy from University Security at 507-389-2111 or by emailing security@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

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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 an 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.