

NOTICE OF VACANCY

OPENING DATE: April 15, 2024

POSITION: Communications and Events Graduate Assistant: College of Humanities & Social Sciences Dean's Office

APPLICATION DEADLINE: May 6, 2024

DATE OF APPOINTMENT: August 26, 2024

SALARY: \$10,000/academic year (20 hours/week). Tuition stipend up to nine credits; resident tuition rate for non-residents. Appointments made after the tenth day of classes are not eligible for tuition waiver.

RESPONSIBILITIES: Works with the College of Humanities & Social Sciences Director of Communications & Events. Duties include assisting with:

- Development, editing and distribution of internal and external college communications, including college newsletter and website content
- Create and manage social media content, including analytics monitoring and reporting
- Planning, development and implementation of college events, programs, and projects
- Creation and distribution of marketing materials and promotional items
- Collecting and organizing data
- Other duties as needed, including office support

REQUIRED QUALIFICATIONS:

- Graduate student at Minnesota State University, Mankato.
- Computer skills with proficiency in MS Word, Excel, PowerPoint, and Canva (or other design software).
- Ability to work with graphics (i.e., resize and manipulate photos or other images).
- Experience with publication programs and layout.
- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and with others, and work on multiple projects simultaneously.

PREFERRED QUALIFICATIONS:

- Undergraduate degree or current graduate work in one of the programs included in the College of Humanities & Social Sciences.
- Experience working with events, social media and Adobe Creative Suite.
- Background in writing, editing, communication, marketing, web and/or graphic design.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Contingent on satisfactory performance and available funding, there is a possibility that this appointment may be continued beyond the initial period of employment. Graduate assistants are required to enroll for a minimum of six credits per semester at the graduate level. Additional information about graduate assistants at Minnesota State University, Mankato and application forms are available at <http://grad.mnsu.edu>.

TO APPLY: In order to be considered for this position, please submit:

- 1) Cover letter* **AND/OR** 1) a writing sample AND 2) publication design or website sample/portfolio of work samples.
- 2) A brief resume
- 3) Unofficial transcript
- 4) Three References

** You may submit a writing sample AND a design/work sample in lieu of a cover letter. You are welcome to submit both cover letter and work samples if you wish but this is not required. Use this opportunity to demonstrate or explain your writing, design and/or web skills. Samples may be as images/PDFs or links to online portfolios.*

CONTACT

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NOTE: 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,

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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 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.