

Title of the position

Graduate Advisor to the Student Events Team

Department

Student Activities

Reports to

Gregory Wilkins

Associate Director for Student Activities

To Be Determined

Assistant Director for Campus Programs

Graduate Assistantship Application Deadline

Review of applications will begin October 20, 2025 and continue until the position is filled. Applicants must submit a 1) cover letter 2) Resume & Three References 3) unofficial transcripts, and 4) Statement on your commitment to equity and inclusion to pamela.guss@mnsu.edu. Applications will be accepted until the position is filled. All assistantships within Student Activities are contingent on anticipated student fee funding. This position is funded for the 2025-2026 academic year.

Salary

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

Overall responsibility

Work with Assistant Director and members of the Student Events Team in furthering the Student Events Team mission while adhering to the University's mission, vision, and core values. Areas of responsibility include undergraduate program planning and advising, risk management, leadership training, group dynamics, and promotion/marketing. Assist Student Events Team during large campus-based events such as concerts, speakers, and special events. Some events maybe more than 12+ hours a day.

Term of employment

- January 2026-May 2026 (One Semester Appointment Only)
- A concurrent search to fill this position for a term beginning in Fall 2026 will be taking place. The person hired for Spring 2026 is welcome to apply for the vacancy starting Fall 2026, if they wish. A complete application must be submitted for that search, as well, if they wish to be considered.

Minimum qualifications:

- Enrollment in a graduate program and graduate school at Minnesota State University, Mankato
- Prior program planning, development and implementation experience
- Ability to work late evenings and occasional weekends on an irregular basis

Preferred qualifications:

- Attention to detail, professionalism, dependability, and strong communication skills
- Demonstrated commitment to fostering a diverse working and learning environment
- 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
- Leading and/or working with college programs or student organizations
- Ability to manage crisis situations
- Experience with collegiate programming boards and/or enrolled in the College Student Affairs, Sport Management, Educational Leadership, Industrial Organized Psychology, Public Administration, graduate program or a closely related program.

Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment.

Key areas of responsibility

Percentage of Responsibilities	Position Responsibilities/ Tasks
60%	Advising and Program Development <ul style="list-style-type: none"> Advise three to five Student Events Team board members including weekly one-on-one meetings Co-advise president including weekly two-on-one with Assistant Director Attend and moderate weekly Student Events Team board meetings Facilitate and develop group dynamic team building sessions with the Student Events Team programming board Attend Student Events Team sponsored programs to assist with program implementation, student leader training, and risk management
25%	Programming, Marketing, and Budgeting <ul style="list-style-type: none"> Analyze success of Student Events Team sponsored programs Through survey assessment, MAV Card scanner data, and personal participation Identify and develop key institutional partnerships for collaborative programming Marketing coordination and promotion including website development, press releases, poster design, and social media plan Track, manage, and coordinate budgets for 3-5 programming areas with responsibility up to or exceeding \$200,000. In cooperation with Assistant Director and Student Events Team summer representative Assist with the planning of Homecoming and Welcome Week
15%	Student Development & Stompers Cinema <ul style="list-style-type: none"> Assist Student Events Team president to plan winter and fall retreats Supervise, schedule, and direct concessions staff at film showings and ticketed events Develop and implement individual and group leadership training on a weekly, monthly, and quarterly basis
	Learning Objectives
Advising and Student Development	<ul style="list-style-type: none"> Gain experience advising undergraduates on a student programming board in areas including and not limited to program development, marketing, time management, recruitment, and interpersonal development Assist with student leadership training modules and undergraduate retreat development and implementation Learn and practice group dynamics and group advising
Program Development	<ul style="list-style-type: none"> The Graduate Advisor will gain considerable experience developing programs that meet Student Events Team's mission and vision including developing documentation, promotional materials, assessment tools, surveys, and performance evaluations The Graduate Advisor will gain experience with departmental strategic planning and assessment data collection
Student Affairs Professional Development	<ul style="list-style-type: none"> The Graduate Advisor will learn what is expected from a student affairs professional in an office setting, including and not limited to: organization and time management, punctuality/time management, crucial conversations, and working in a collaborative environment. Attend and participant in student affairs professional develop and networking opportunities including interdepartmental committees, regional/national conferences, and individual development

Contact:

Pam Guss
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 Mankato, MN 56001
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 (507) 389-6076

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 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.

Minnesota State System policy requires that graduate assistants must reside within the State of Minnesota for the duration of their appointment. Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu.