

NOTICE OF VACANCY

OPENING DATE: December 7, 2021

POSITION: Graduate Advisor for Fraternity & Sorority Life, Dance Marathon, and Off-Campus Housing

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 of Student Activities and members of the Fraternity & Sorority community in furthering its mission while adhering to the University's mission. This includes serving as direct advisor to a governing council and to at least one honorary organization. Advise students in the planning and execution of the MSU, Mankato Dance Marathon program, known as "Mavathon." Provide additional support, as needed, to the Office of Student Activities and the Centennial Student Union. In addition to these key areas, the Graduate Advisor may work with Assistant Director of Student Activities to facilitate the Off-Campus Housing Advertising Program.

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.

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.
- Exceptional decision-making skills.
- Experience leading and/or working with volunteer programs.
- Prior experience in working with Fraternity & Sorority Life, including membership in a social fraternity or sorority as appropriate.
- Enrollment in the Counseling & Student Personnel-College Student Affairs, Educational Leadership, or Experiential Education Master's programs.

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 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.