

NOTICE OF VACANCY

OPENING DATE: January 28th, 2019

POSITION: Graduate Assistantship: The College of Education and Human Services

APPLICATION DEADLINE: Review of applications will begin on January 21st, 2019 and continue until the position is filled.

DATE OF APPOINTMENT: February 1st, 2019 (Spring 2019)

SALARY: \$15.00/Hr. Up to \$3,000 per semester (10 hours/week).

RESPONSIBILITIES: Primary responsibilities include support to department faculty with the creation and maintenance of the online presence of the Leadership Lab, literature reviews, academic writing, data collection, data analysis, outreach & networking, and general departmental projects. This position will also support the department's marketing efforts.

REQUIRED QUALIFICATIONS:

- Admitted to a graduate degree program in Educational Leadership at MSUM.
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship, and in good academic standing.
- Experience in research and academic writing.
- Knowledge and ability to utilize various social media platforms.
- Experience in website creation/maintenance.

PREFERRED QUALIFICATIONS:

- Experience using SPSS (or other similar software) to analyze quantitative data.
- Knowledge or experience with qualitative data analysis.
- Excellent communications skills.
- Demonstrated ability to work independently.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Additional information on Minnesota State University Moorhead can be found at www.mnstate.edu. 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 must enroll in a required of six credits per semester. Graduate Assistants with a summer appointment must enroll for at least one graduate credit. Additional information about graduate assistantships at Minnesota State University Moorhead and applications are available at: <https://www.mnstate.edu/graduate/>.

TO APPLY: Submit the following materials via e-mail to aaron.peterson@mnstate.edu: graduate assistantship application form (available at: <https://www.mnstate.edu/uploadedFiles/Orlando/Content/Academics/Graduate/Assistantships/graduate-assistantship-application.pdf>), resume/CV, cover letter, contact information for a minimum of three (3) references and unofficial transcript.

CONTACTS:

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Minnesota State University Moorhead 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, 218-477-2157 (V). This Vacancy Notice is available in alternative format upon request. Minnesota State University Moorhead is an affirmative action/equal opportunity University and is a member of the Minnesota State Colleges and Universities System.