NOTICE OF VACANCY

OPENING DATE: March 2, 2015
POSITION: Graduate Assistantship—Assistant to the Director of Creative Writing: Department of English (50% assistantship)
APPLICATION DEADLINE: Review of applications will begin on April 1, 2015 and continue until filled. All applicants will be notified by April, 2015.
SALARY: Minimum $5000 stipend plus 50% tuition waiver (up to 9 credits for the academic year), dependent upon availability of funds, period of appointment, and assignment. Appointments made after the tenth day of classes are not eligible for tuition waiver.

DESCRIPTION: The department seeks a qualified graduate student to assist the Director of the Creative Writing Program in administering both (1) internal program initiatives (recruitment, awards, student conference travel) as well as (2) administering priority outreach initiatives such as the Blue Earth Review, The Corresponder, and the KMSU Weekly Reader.

RESPONSIBILITIES: The assistant would be responsible for editing The Corresponder: A Fan Letter on Minnesota Writers, which is published by the English Department and which reaches 2000 readers throughout the Upper Midwest. Tasks include soliciting contributions, selecting and editing reviews, proofreading copy, and seeing to the newsletter’s publication and distribution. The assistant would serve as operations editor of Blue Earth Review, responsible for all production and marketing initiatives. The assistant would coordinate the publicizing and web archiving of broadcast interviews in the KMSU Weekly Reader series. The assistant may also play a role in additional efforts, such as coordinating presentations by creative writing students at the Undergraduate Research Conference.

REQUIRED QUALIFICATIONS:
- Admission to the Master of Fine Arts program in Creative Writing at MSU Mankato.
- Enrollment in a minimum of six (6) graduate credits per semester during assistantship.

PREFERRED QUALIFICATIONS:
- Time management and organizational skills.
- Ability to work independently to achieve project and program objectives.
- Ability to work harmoniously with undergraduate students, faculty and other teaching assistants.
- Experience with InDesign and Photoshop software.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION: Additional information on Minnesota State University, Mankato can be found at www.mnsu.edu. Additional information about graduate assistantships at Minnesota State Mankato and application are available at: http://grad.mnsu.edu/.

TO APPLY: Upload the following to the MSU Mankato English Submittable site msumankatoenglish.submittable.com:
- Graduate Assistant application (grad.mnsu.edu/forms/)
- Resume
- 1-2 page cover letter expressing (1) how you fit the description of the position above, and (2) how the position will benefit your professional development.
- Paper-based applications may be sent to the following address:

CONTACT:
Matthew Sewell, Department Chair
English (Attention: GA Application)
230 Armstrong Hall
Minnesota State University, Mankato
Mankato, MN 56001
Phone: 507-389-2117
TTY: 800-627-3529 or 711
Fax: 507-389-5362

Minnesota State University, Mankato has a long-standing commitment to diversity and is actively seeking to nurture and enrich its underrepresented communities. Women, minorities, 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 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.