

## NOTICE OF VACANCY

**DATE OF NOTICE:** November 3, 2009

**POSITION:** Graduate Teaching Assistant, Department of English

**DATE OF APPOINTMENT:** Fall Semester 2010

**APPLICATION DEADLINE:** Preference will be given to applications postmarked by February 1, 2010. Initial screening of applicants will begin after February 1, 2010.

**SALARY RANGE:** \$9,000 and full tuition waiver for Fall and Spring semester, for up to nine credits each; resident tuition rate for non-residents beyond nine credits. Appointments made after the tenth day of classes are not eligible for tuition waiver.

**RESPONSIBILITIES:**

Responsibility for teaching two, four-credit sections of freshman composition or related courses during the academic year, supervised by the department Teaching Assistant Director. New Teaching Assistants will report for a two-week orientation and training session on August 2. Classes begin on August 23, 2010. During fall semester, TAs will enroll in a two-credit course on teaching college composition and attend a weekly discussion group led by an experienced TA.

**QUALIFICATIONS:**

- Bachelor's degree in English or related field with strong concentration of coursework in English.
- Admission to the College of Graduate Studies at Minnesota State University, Mankato.
- Demonstrated ability in research-based academic writing and in revising and editing one's work.
- Demonstrated understanding of English grammar and language structure.

**OTHER CONSIDERATIONS:**

- Pursuing graduate degree in English at Minnesota State University, Mankato.
- Knowledge of and experience with electronic research and teaching applications.
- Ability to work harmoniously with undergraduate students, faculty and other teaching assistants.
- Strong interest in teaching composition.
- Strong interest in computer-assisted teaching and writing.
- Management and organizational skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

**RELATED INFORMATION:**

The English Department at Minnesota State University, Mankato includes master's level programs in Creative Writing (MFA), Literature, English Studies, Technical Communication, and TESL, and undergraduate programs in the same fields (except TESL) as well as Bachelor of Science in English Education and an undergraduate Linguistics minor. The department is also responsible for the university's large composition program and offers general education courses in literature, film, popular culture, and humanities. The department also continues to expand its online course offerings. For further information, visit the department website at: <http://english.mnsu.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 are required to enroll for a minimum of 6 credits per semester at the graduate level.

Other applications will be accepted and kept on file through December 2010. Additional vacancies will be filled from applications remaining in the pool at the time of the vacancy. All applications in the pool become inactive on January 31, 2011.

Additional information about graduate assistantships at Minnesota State Mankato and application are available at: <http://grad.mnsu.edu>.

**TO APPLY:**

Submit the materials listed on the English Department Graduate Assistant Application Cover Sheet (<http://english.mnsu.edu/gradassistantship.htm>). Send the materials to the address below. Candidates invited for interviews will need to submit official copies of college transcripts.

**Name:** Dr. Stephen Stoyhoff, Department of English  
(Attention: TA Application)  
Minnesota State University, Mankato  
230 Armstrong Hall  
Mankato, MN 56001

**Phone:** (507) 389-2117  
**TTY:** (800) 627-3529 or 711  
**FAX:** (507) 389-5362  
**E-mail:** [stephen.stoyhoff@mnsu.edu](mailto:stephen.stoyhoff@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, 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.*

*Revised 5/08*