NOTICE OF VACANCY

DATE OF NOTICE: February 19, 2010

POSITION: Graduate Research Assistant, Professional Publications

DATE OF APPOINTMENT: Fall Semester 2010

APPLICATION DEADLINE: April 1, 2010, or until filled

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

RESPONSIBILITIES:
To assist English Department faculty in research, editing and publishing duties related to the publication of departmental publications, including Minnesota English Journal (the official publication of the Minnesota Council of Teachers of English) and Techniques (produced by students in the Technical Communication Program). Tasks would include soliciting contributions, selecting and editing reviews, formatting the journals for online publication, and seeing to publication and distribution. In addition, this assistant would investigate the development of a campus-based press that would publish works related to the Creative Writing program and for multi-cultural studies in literature and film.

QUALIFICATIONS:
• Bachelor’s degree in English or related field with strong concentration of coursework in English.
• Admission to the Graduate English Program at Minnesota State University, Mankato.
• Ability to work harmoniously with faculty and staff.
• Experience with computer-assisted research and writing.
• Experience in publication design and production.

OTHER CONSIDERATIONS:
• Knowledge of and experience with InDesign and Photoshop.
• Strong communication skills in writing and speaking.
• Strong 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, Technical Communication, and TESL, and undergraduate programs in creative writing, literature, technical communications, and English education, as well as 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. 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. The initial appointment will be made from the pool of applicants available on March 1. If vacancies occur during the academic year, all applications, including those in the original pool and those received after the initial review date, will be considered. All applications in the pool become inactive on June 30, 2011.

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

TO APPLY:
Send application letter and resume to:

Name: Dr. Steve Stoynoff, Graduate Program Director
English Department
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.stoynoff@mnsu.edu

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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.