NOTICE OF VACANCY

DATE OF NOTICE: November 19, 2010

POSITION: Graduate Teaching Assistant, Department of English

DATE OF APPOINTMENT: Fall Semester 2011

APPLICATION DEADLINE: Preference will be given to applications postmarked by February 1, 2011. Initial screening of applicants will begin after February 1, 2011.

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:
Graduate Teaching Assistants teach one four-credit section of first-year composition per semester during the academic year, supervised by the department Composition Director. New Teaching Assistants will report for a two-week orientation and training workshop on August 1, 2011. Classes begin on August 22, 2011.

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.
• Strong technical skills in grammar, mechanics, and the documentation of source materials.

OTHER CONSIDERATIONS:
• Ability to work harmoniously with undergraduate students, faculty and other teaching assistants.
• Enrollment in graduate degree program in English at Minnesota State University, Mankato.
• Strong interest in teaching composition and a willingness to explore composition theory and research.
• Comfort with integrating technology into the classroom.
• Time management and organizational skills.
• Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION:
New graduate teaching assistants are required to participate in two non-credit-bearing workshops, one from August 1 to August 12, the other a weekly workshop fall semester. They must also participate in the New TA mentoring program and, at some point in their graduate program, enroll in English 625, Composition Theory.

Contingent on satisfactory performance as a teaching assistant, satisfactory academic progress, 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.

Applications will be accepted and kept on file through December 2011. Additional vacancies will be filled from applications remaining in the pool at the time of vacancy. All applications in the pool become inactive on January 31, 2012.

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, as well as a bachelor of science in English Education and minors in film studies and linguistics. 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.

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

TO APPLY:
Submit a letter of application addressing your qualifications for the assistantship, resume, completed Graduate Assistant Application Form (available at: http://english.mnsu.edu/gradassistantship.htm), unofficial transcripts, a sample of research-based academic writing (5-10 pages) and two letters of recommendation to the address below.

Name: John Banschbach, Department English Chair
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: john.banschbach@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.