



Vacancy Announcement

DATE OPENED: February 14, 2013

POSITION:	Graduate Assistant – Tk20
DEPARTMENT:	Curriculum & Academic Advancement
SALARY:	Tuition Waiver and Monthly Stipend
DATES:	Review of applications will begin immediately and will continue until filled.
STARTING DATE:	August 16, 2013
QUALIFICATIONS:	<p>Required:</p> <ul style="list-style-type: none">• Completed Bachelor's degree• Conditionally accepted or accepted application to CSC graduate program• Ability to maintain specific office hours per week• Work on the Chadron State College main campus• Successful background records check <p>Preferred:</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills• Attention to detail• Self-starter• Excellent organizational and time management skills• Experience with a variety of computer applications• Willingness to learn Tk20 software• Ability to coordinate schedules, meetings and facilitate the implementation of the assessment software
RESPONSIBILITIES:	<p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Provide assessment software functionality training and support for faculty and staff.• Work with faculty coordinators and assessment software representatives to facilitate Tk20 implementation.• Coordinate the collection and accessibility of annual assessment reports.• Maintain and update timelines for the various assessment stakeholders.• Other duties as assigned.
APPLICATION PROCEDURE:	<p>Apply for this job online at http://www.csc.edu/hr/jobs/, click on Graduate Assistants, and then click on the green checkmark below "Apply for Vacancy" next to the position title. Required application materials include the Chadron State College Employment Application form, cover letter, and resume. Applicants can attach and submit their cover letter and resume within the online CSC Employment Application form. Questions regarding the application process can be directed to hr@csc.edu or 308-432-6224. Work authorization and/or visa sponsorship is not available for this position.</p>

**ADDITIONAL
INFORMATION:**

For more information about this position, you may contact Ms. Elizabeth Ledbetter, eledbetter@csc.edu. Please refer to our website (www.csc.edu/hr) for more information about Chadron State College.

Applicants who need a reasonable accommodation during the selection process may contact HR at (308) 432-6224 for assistance.
Successful Background Records Check required as part of employment process.

Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admissions decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to:

Kara Vogt, Title VI, VII, IX Compliance Coordinator

Chadron State College, 1000 Main Street

Chadron, NE 69337

Phone 308.432.6224