




CHADRON STATE COLLEGE

Vacancy Announcement

DATE OPENED: April 9, 2014

POSITION:	Graduate Assistant - Business
DEPARTMENT:	Business
SALARY:	Tuition Waiver (excludes student fees) and Monthly Stipend
DATES:	Review of applications will begin immediately and will continue until filled
STARTING DATE:	August 15, 2014
QUALIFICATIONS:	<p>Required:</p> <ul style="list-style-type: none">• Completed Bachelor's degree• Conditionally accepted or accepted application to CSC graduate program• Work on the Chadron State College main campus• Successful background records check <p>Preferred:</p> <ul style="list-style-type: none">• Familiarity with Business programs and business skills• Ability to maintain confidentiality• Professional attitude• Excellent written and verbal communication skills• Excellent organizational and time management skills
RESPONSIBILITIES:	<p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Possible teaching and grading responsibilities• Assistance with research, program planning and assessment• Assistance with Business faculty course work, projects and workshops• Other duties as assigned
APPLICATION PROCEDURE:	<p>Apply for this job online at http://www.csc.edu/hr/jobs/, click on "Graduate Assistant" and then click on  under "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.</p>
GENERAL INFORMATION:	<p>Chadron State College is a small, rural four-year public college located in the scenic Pine Ridge of northwestern Nebraska and is a member of the Nebraska State College System. CSC offers undergraduate and graduate degrees to its approximately 3000 enrolled students and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. CSC is located within 90 miles of Rapid City, SD and 300 miles of Denver, CO.</p>

ADDITIONAL
INFORMATION:

For more information about this position, you may contact Dr. Rick Koza, rkoza@csc.edu. Please refer to our website (www.csc.edu/hr) for further details about our campus.

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:

*Human Resources Office, Title VI, VII, IX Compliance Coordinator
Chadron State College, 1000 Main Street - Chadron, NE 69337 - Phone 308.432.6224*