

# MINNESOTA STATE UNIVERSITY, MANKATO POSITION VACANCY NOTICE

## MAPE

POSTING DATE: 11/12/2024  
EXPIRATION DATE: 11/18/2024

ANNOUNCEMENT NUMBER: 09-1266  
CLASSIFICATION: Information Officer 2  
EMPLOYMENT CONDITION: Full-time, Unlimited  
SHIFT: Monday - Friday; 8:00 AM - 4:30 PM\*  
LOCATION: Admissions  
SUPERVISOR: Brian Jones 507-389-2422

Permanent classified employees that occupy positions in the seniority unit in the same classification/class option may indicate their interest in filling the above vacancy by submitting a completed bid application along with a resume to the HUMAN RESOURCES OFFICE prior to 4:30 pm on the expiration date.

### **POSITION PURPOSE:**

The Assistant Director of Admissions Marketing is responsible for the overall development and implementation of print, electronic and website marketing and communications for recruiting students to the university. In coordination with the university Integrated Marketing department this position will develop recruitment marketing content with user experience in mind and deploy web analytics for strategic evaluation of marketing campaigns. These strategies include promotional materials and recruitment event promotion.

Summer Hours: Monday - Friday; 7:30 AM - 4:00 PM

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at <http://www.mnsu.edu/safety/>. You may also request a paper copy from University Security at 507-389-2111, or by emailing [security@mnsu.edu](mailto:security@mnsu.edu).

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 389-2015 (V) or (800) 627-3529 (MRS/TTY).