

## **MVNU Student Employment Job Description**

**JOB TITLE:** President's Office Assistant

**DEPARTMENT:** President's Office, Lakeholm

**REPORTS TO:** Lisa Van Nest, Assistant to the President

### **REQUIREMENTS:**

- **Recommended Education/Training:** Enrolled as an active student at MVNU.
- **Experience/Background/Knowledge:** Possess strong skills with Microsoft Office Suite and basic understanding of University applications/software.
- **Skills:** Excellent organizational skills and ability to give attention to detail; excellent written and verbal communication skills; self-initiative with ability to work independently; time management skills; and a team approach to management decision making and problem solving.
- **Attire on the Job:** Business casual
- **Expectations:** Provide administrative support through coordination, communication, critical thinking, teamwork, and clerical support to promote the mission and the goals of Mount Vernon Nazarene University. Assist in conducting research, preparing documents, screening, phone calls, organizing files, handling information, requests, and running various errands, as well as perform general office duties, complete special projects as assigned, and provide guest services for the President's office suite, and assist with other duties as needed.
- **Special Requirements:** An evangelical Christian confession of faith and experience.

### **DUTIES:** (include but not limited to)

- Communication management for President and Assistant to the President
  - Screen incoming calls for the President's Office. Provide detailed messages coming to and from the President via telephone, written mail, or in person.
  - Process all incoming mail for the President's Office in a timely manner.
- General secretarial duties
  - Maintain filing systems for the President's Office. This includes high profile confidential information.
  - Maintain University's database for the President's Office.
  - Update University Portal with Board of Trustee information.
  - Work with University Relations to send thank you notes from the President for major gifts.
  - RSVP tracking for special events.
- Special projects
  - Assist with special projects related to University, Church of the Nazarene, and other assignments. This will include preparation of materials for presentation and meetings for the President with his responsibilities on and off campus as necessary.
  - Assist with special events as needed.
  - Serve as a resource to the Board of Trustees with direction provided by the Assistant to the President.

- Coordinate the mailing of President's Christmas cards.
- Financial matters for the President's Office
  - Process travel reimbursements, purchase requisitions, small purchase orders, check requests, credit card statements, maintenance/housekeeping requests, etc. for the President.
- Guest Services
  - Provide guest services for guests of the President. This includes guests to the President's Office suite and the President's Guest House.
- Office Assistance
  - Serve as the back-up for the President's Assistant when she is out of the office.
  - In conjunction with Pioneer Catering, coordinate any catering needs.
  - Assist with Baccalaureate, Commencement, and other official University duties.
  - Support the President's Office in other duties assigned.
- Other duties as assigned

**NORMAL WORKING HOURS and DAYS:** Hours for this position will vary but will be required to work weekdays between 8:30am – 4:30pm, 10 hours per week.