



POSITION ANNOUNCEMENT
Art and Design Administrative Assistant

*Mount Vernon Nazarene University exists to shape lives through educating the whole person
and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a part-time (20 hours/week), 12-month, Art and Design Administrative Assistant to work for the Art and Design Department located in downtown Mount Vernon at the Buchwald Center. The position reports to the chair of the Art and Design Department and is available immediately upon appointment of a successful candidate. The candidate will be able to contribute to a retirement plan, will receive generous holidays, and earn sick days on an accrual basis.

Responsibilities for this position include:

- Design print promotional materials for the art and design department
- Create video promotional materials for the art and design department
- Work with the gallery administrator on promotional materials to promote current exhibits and events.
- Manage communication (telephone, written mail, and in person) for the art and design department
- Manage calendar and appointments, as well as travel arrangements
- Assist with meeting prep and minutes and process requests for signatures for the department (e.g., purchase requests, absence requests, course substitution forms)
- Track expenditures
- Process student forms: Directed Studies, Independent Studies, off-campus travel
- Process mileage forms, reimbursements to faculty
- Reconcile monthly credit card charges
- Research projects and reports as assigned
- Collect and post course syllabi
- Collect and send to Registrar's Office course grades at the end of each semester
- Code awards each spring, and coordinate the awards chapel
- Facilitate prospective student visits to the Buchwald Center
- Generate tickets for work that needs to be done in the Buchwald building.
- Maintain adequate supplies, including paper, paper products, copier and printer cartridges, business cards, letterhead, envelopes, keys, and additional materials needed by professors for use in the classroom
- Supervise work study candidates and student departmental assistants
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree in art or graphic design preferred
- 2-4 years related experience preferred
- Art or graphic design background preferred
- Ability to deal pleasantly and effectively with the public
- Ability to prioritize and handle multiple tasks, and work independently
- Proficiency in word processing, spreadsheets, and electronic mail
- Proficiency in Adobe Creative Cloud software for designing
- Attention to detail and excellent proofreading skills required
- Dress in professional manner
- Above average judgment skills necessary
- Ability to handle confidential information in a professional and sensitive manner
- Ability to lift 35 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to 740-397-1005, or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).