

MVNU Student Employment Job Description

JOB TITLE: Student Assistant - GPS

DEPARTMENT: School of Graduate and Professional Studies

REPORTS TO: Rachel Neal, Director of GPS Enrollment

REQUIREMENTS:

- **Recommended Education/Training:** Completed 1 year of college education.
- **Experience/Background/Knowledge:** Experience with PC systems, Microsoft Office Applications. Basic understanding of University applications/software. Basic understanding of computer networks including but not limited to the Internet.
- **Skills:** A desire to help students, faculty, and staff with technical problems. Dependability in following schedules and procedures. Ability to work with people in stressful situations. Customer-service oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient office environment. Exhibit a Christ-like attitude in all assigned duties.

DUTIES (include but not limited to):

Mail acceptance letters from campus

Mail prayer cards to students as needed

Manage and field incoming calls to GPS

Create and post social graphics and other requested marketing items

Manage GPS social media (share stories, posts, respond to messages)

Attend campus events as needed

Attend events on behalf of campus

NORMAL WORKING HOURS and DAYS: Hours for this position will vary, but preferred availability Monday-Friday 8am-1pm. Schedule may vary for events or travel. We will work with a student's schedule.