



POSITION ANNOUNCEMENT

Administrative Assistant to the Director of the IGNITE Program

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 a week), 10-month, **Administrative Assistant to the Director of the IGNITE Program** on the Mount Vernon main campus. The position reports primarily to the Director of the Independence and Growth Nurtured through Integrated Training and Education (IGNITE) Program. The IGNITE Program is a two-year certificate program for students with intellectual disabilities. The position is eligible for generous holidays and is available immediately upon the appointment of a successful candidate.

Responsibilities for this position include:

- Assist with communication (telephone, written mail, and in person) for the director
- Manage calendar and appointments for the director
- Receive and process requests for signatures (e.g., purchase requests, reimbursement requests, etc.)
- Assist in the implementation of the IGNITE program
- Assist with publicity and communication for the IGNITE Program
- Take/distribute minutes at IGNITE Program meetings
- Facilitates student mentor hiring and scheduling
- Assist with prospective student visits, admissions events, or other programming related to the IGNITE Program
- Engage in a person-centered planning process with students
- Answer questions and provide information as needed for the campus community and outside constituents
- Assist with the Summer Orientation preparation and implementation
- Maintain office files and records, including expenditures
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- 2-4 years related experience
- 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
- 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 25 lbs

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).