



POSITION ANNOUNCEMENT

Graduate Assistant for The Center for Global Engagement

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 **Graduate Assistant** to serve in the role of Center for Global Engagement Office Assistant on the main campus. Graduate Assistant appointments are made in collaboration with the Vice President of GPS and the Center for Global Engagement's Global Learning Coordinator. This position is 20 hours per week and is a full tuition benefit extending through the duration of the student's Master's program. Stipends, textbooks, and computers are not provided as part of the assistantship.

Responsibilities for this position include:

This position will assist with the following activities:

- Maintain a welcoming environment for visitors to the center for Global Engagement
- Provide administrative support for the Director of the Center and the Coordinator for Global Learning
- Prepare and distribute event promotional materials
- Assist with processing necessary travel documents for trip participants
- Assist with coordination of logistics for travel
- Maintain the Crossing Cultures Moodle sites
- Provide support with other administrative needs as they arise
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor degree or equivalent
- Acceptance into a MVNU Graduate program
- Excellent interpersonal skills and demonstrated team spirit
- Professional demeanor in appearance and in all communications
- Desire for cultural competence and humility
- Demonstrated organizational skills and ability to multi-task

- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 25 pounds.

To be considered for this position, please email a resume to MVNU.Recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs> . 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/Recruiting
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).