



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for Campus Life**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christlikeness 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 Campus Life Graduate Assistant on the main campus. Graduate Assistant appointments are made in collaboration with the Vice President of Student Life and the Director of Campus Life. 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. The goal of the Office of Campus Life seeks to cultivate a sense of belonging for every student by establishing a posture of student-readiness and constructing intentional programming that embodies a holistic pursuit of both communal and personal growth in congruence with the values and example of Jesus Christ. This position will afford the selected Graduate Assistant with skills and experience in data entry, communications, event planning, mentorship, and assessment.

**Responsibilities for this position include:**

This position will assist with the following activities:

- Maintain presence and oversight of Campus Life evening events as assigned
- Oversee Student Life Poster Policy
- Oversee a Commuter Student Life Group with other Campus Life staff
- Serve as a Staff Advisor for Class Councils
- Serve as the manager for "The Rec" overseeing inventory, checkout process, website upkeep, and student workers
- Assist with "Beyond the Vern" scheduling and collaborations
- Assist with the development of Student Leadership programming
- Manage data entry for Campus Life event and program assessment
- Manage Club Fees Request through Involve software
- Work directly with Director of Campus Life on special projects, proposals, and belonging initiatives

**Expectations for the successful candidate:**

- Excellent written and oral communication skills
- Strong organizational skills
- Bachelor's degree or equivalent
- Acceptance into an MVNU Graduate program
- Evangelical Christian statement of faith experience, and mission fit.
- Willingness to work with individuals from different gender, national, ethnic, ability, social, and economic backgrounds.
- Proficient in social media platforms.
- Experience with Microsoft Office.
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 30 pounds.

To be considered for this position, please email a resume to [MVNU.Recruiting@mvnu.edu](mailto: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 does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.