



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for Residence Life: Galloway Hall**

*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 Residence Life: Galloway Hall Graduate Assistant on the main campus. Graduate Assistant appointments are made in collaboration with the Vice President of Student Life and the Director of Residence Life and will directly report to the Associate Resident Director of Galloway Hall. 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. This position is a live-in position, with housing provided within Galloway Hall. A 10-meal per week meal plan is also provided. Within the Division of Student Life, the Department of Residence Life is dedicated to advancing the university's mission and vision. Through quality residential programs, facilities, and services, we strive to foster a vibrant, healthy, God-centered student community marked by service, learning, spiritual growth, and leadership development.

**Responsibilities for this position include:**

This position will assist with the following activities:

- Assist the Associate Resident Director (ARD) with daily operational tasks, including documentation and communication.
- Assist the ARD in training, mentoring, and supporting student staff, promoting leadership and effective resident care.
- Assist the ARD and student staff in responding to resident crises, ensuring timely intervention and proper support.
- Provide emotional support to residents experiencing personal challenges, offering guidance or directing them to appropriate resources.
- Help monitor the overall well-being of residents, ensuring they have access to necessary resources (e.g., counseling, academic support, health services).
- Assist in tracking and managing hall budgets for events and programming.
- Assist with Residence Life projects and initiatives.
- Cover one weekday night of On-Call Duty for overnight campus emergencies.

**Expectations for the successful candidate:**

- Strong written and oral communication skills, with the ability to interact effectively with residents, staff, and administration.
- Strong organizational and time-management skills to balance multiple responsibilities.
- 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.