



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for the Coordinator of Athletic Development**

*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 Assistant Coordinator of Athletic Development on the main campus. Graduate Assistant appointments are made in collaboration with the Vice President of GPS and the Athletic Department and Student 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.

**Responsibilities for this position include:**

- Schedule events in the athletic office as needed
- Manage the Coordinator of Athletic Department Development office with other departments on campus
- Monitor, assist and set up for athletic events on campus
- Communicate with visiting teams concerning arrival, meals, and hotel stays
- Assist the department in establishing meals for teams during times where cafeteria is not available
- Assist in communicating the Athletic Department's "brand" to the community
- Assist in scheduling of student workers for weight room, game management and experience
- Assist in gate and concessions deposits as well as inventories for concessions
- Monitor and assist with participants in the game experience for varsity contests.
- Assist in coordination of community service projects where athletics are involved
- Communicate the department's vision to the community through social media and media events
- Prepare and assist in the revitalization of "MVNU GAME EXPERIENCE"
- Coordinate with assistance of the game schedule for sporting events
- Assist in the Athletic Department office as needed
- Other duties as assigned

**Expectations for the successful candidate:**

- Bachelor degree or equivalent
- Acceptance into a MVNU Graduate program
- Social Media knowledge on all platforms
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred
- Evangelical Christian statement of faith, experience and mission fit
- Excellent technology, face-to-face, and phone
- Minimum of beginning skills in photoshop
- Ability to compose clear, professional letters, emails, and announcements
- 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 [humanresources@mvnu.edu](mailto:humanresources@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  
Attention: 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 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.