



## **MVNU Student Employment Job Description**

**JOB TITLE: Student Worker (Summer Position)**

**DEPARTMENT: President's Office**

**REPORTS TO: President, Dr. Carson Castleman**

**DUTIES** (include but not limited to):

- Assist with general office tasks, including filing, data entry, and answering phone calls.
- Support the assembly of various projects and events as directed by office staff.
- Participate in painting and maintenance projects to enhance the office environment.
- Perform yard work and landscaping tasks to maintain the exterior grounds.
- Lift and move materials, equipment, and supplies weighing 25 pounds or more as needed.
- Collaborate with staff on special projects, demonstrating a team-oriented attitude.
- Complete other duties as assigned to ensure the effective functioning of the President's Office.

**Qualifications:**

- - Current student enrolled at MVNU.
- - Strong work ethic and willingness to take on a variety of tasks.
- - Ability to work independently and as part of a team.
- - Excellent time management and organizational skills.
- - Physical ability to lift and carry 25 pounds or more.
- - Flexibility to adapt to change. - Thanks