



POSITION ANNOUNCEMENT
Administrative Assistant for Academic Affairs

*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 full-time, 12-month, **Administrative Assistant for Academic Affairs. (VPAA)**, for its Academic Affairs Office on the Mount Vernon main campus. The position reports to the VPAA and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C". A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

Daily responsibilities:

- Provide phone, email, and in-person prioritization support for VPAA
- Issue faculty contracts and maintain as needed
- Serve the Academic Leadership Team by providing the agenda, taking minutes, and distributing all documentation
- Organize agenda, take minutes, and distribute documentation for Faculty Assembly
- In conjunction with Human Resources and the non-traditional program, oversee our adjunct management system
- Coordinate the onboarding of new faculty and New Faculty Orientation
- Coordinate Faculty Institute activities
- Maintain the Faculty Handbook
- Monitor and input Faculty Load in conjunction with the VPAA's office; review faculty loads with the VPAA
- Incorporate reassigned duties, supervision assignments, directed studies, independent studies, internships, and other faculty assignments into load sheets and administrative database
- Produce weekly and on-demand faculty load reports
- Produce and audit advising report each semester
- Report and contract traditional faculty overload assignments, including directed studies, independent studies, and internships
- Partnering with Assistant Director of Academic and Registration Services, review adjunct assignments for compliance with the Affordable Care Act
- Develop and maintain faculty meeting schedules
- Maintain personnel files for every faculty member and assist in maintenance of adjunct faculty files
- Partner with deans to facilitate faculty candidate visits
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit.
- Personal commitment to Jesus Christ.
- Understanding and alignment of the heritage, doctrine, and practices of the Church of the Nazarene.
- High school diploma or equivalent required; Bachelor's degree or equivalent preferred
- At least three years of experience working in an office environment, working with confidential matters and concerns
- Ability to thrive in high-activity, often changing, sometimes stressful environment
- Knowledge of Microsoft Office suite
- Ability to work quickly under time pressure
- Knowledge of higher education processes, specifically MVNU, beneficial
- Knowledge of budgetary processes beneficial
- Computing skills – include typing, maneuvering, etc.
- Exceptional customer service skills, including using discretion
- High level of accuracy, sense of confidentiality, and organizational skills
- A positive attitude/outlook and positive public relations interactions
- Demonstrated organizational, self-initiated planning and problem-solving skills, with a high level of personal integrity and professionalism and an ability to work independently with minimal supervision or direction
- Ability to communicate effectively and intelligently with students, faculty, and staff
- Ability to work independently and in a team environment
- Ability to effectively balance multiple projects and interruptions
- Ability to evaluate situations and take action quickly
- Ability to lift 25 lbs

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
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.