



## **POSITION ANNOUNCEMENT**

### **Human Resources & Accounting Intern**

*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 part-time and temporary, **Human Resources & Accounting Assistant Intern** for its Human Resource and Accounting Office on the Mount Vernon main campus. The HR & Accounting Assistant Intern supports both human resources and basic accounting functions. This role is responsible for assisting with recruitment, onboarding, employee support, and daily financial administrative tasks. The position reports to the Director of Human Resource and is available immediately, upon appointment of a successful candidate.

#### **Responsibilities for this position include:**

- **Recruitment & Hiring Support**
  - Post open positions using Beaver Builder and other internal platforms.
  - Manage incoming applications: organize and file resumes, forward to appropriate hiring managers, and communicate with applicants regarding their status.
  - Track application and hiring data.
  - Assist with background check processing and documentation.
- **Employee Support & Administration**
  - Handle employee verification requests in a timely and professional manner.
  - Request and track payments for HR-related bills.
  - Maintain organized filing systems for HR documents.
  - Check and organize the HR department's email inbox, respond to routine inquiries, forward emails to relevant team members, and flag urgent matters.
- **Onboarding & Systems Management**
  - Manage the HR platform for onboarding and portal.
  - Support orientation efforts and ensure all new hire materials and tasks are completed.
- **Reception & Customer Service**
  - Serve as the front desk contact in the Parry Building foyer, welcoming and assisting students, staff, and faculty.
  - Respond to general inquiries and direct visitors to appropriate personnel or departments.
  - Respond to incoming calls, direct them to appropriate HR or accounting staff.
- **Bookkeeping & Clerical Support**
  - Perform basic bookkeeping tasks including entering financial data, processing invoices, and reconciling records.
  - Maintain and organize financial files and assist with routine financial documentation.

- **Other Duties**

- Perform additional tasks as assigned to support the HR department and organizational goals.

**Expectations for the successful candidate:**

- 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 GED required; currently pursuing a degree in Business, Human Resources, Accounting, or a related field, with expected completion within 12 months.
- Proficiency in Word processing and other computer software programs
- Ability to effectively communicate verbally and in writing
- Ability to multitask and manage multiple projects at once
- Ability to lift 25 lbs

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/application>. 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.