



POSITION ANNOUNCEMENT
Graduate Assistant of Institutional Ethics

*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, become increasingly Christ-like, and make a difference in their world through lifelong service.

The University seeks a Graduate Assistant to serve as an Office of Institutional Ethics Graduate Assistant on the main campus. The Graduate Assistant role reports to the Chief Strategy & Ethics Officer. 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 (but are not limited to):

- Assist students in fostering a strong sense of self, community, and belonging within our college community.
- Assist with the compliant and intake of Title IX complaints.
- As directed, receive and process inquiries and complaints from the campus community and third parties in a timely manner consistent with the established university policy and process.
- Assist with international student processing.
- Assist in the review of the established university policy, process, protocols, and practices to ensure compliance with Title IX regulations.
- Aid in creating and disseminating educational materials tailored to faculty, staff, and students.
- Assist the Title IX Coordinator the investigations (and possibly hearings) of cases of sexual misconduct cases and Title IX cases in accordance with University policy.
- Maintain calendar and manage multiple deadlines.
- Prepare event logistic.
- Supervise student staff members as assigned.
- Assist with the evaluation of department activities.
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's Degree preferred or significant relevant experience.
- Accepted into MVNU graduate program.
- Excellent interpersonal skills and demonstrated team spirit.
- Demonstrated cultural competence and humility.
- Professional demeanor in appearance and in all communications
- Highly organized; ability to prioritize and manage multiple projects simultaneously
- Excellent verbal and written communication skills, including proofreading, correspondence, and report generation.
- Proficiency in Microsoft Office
- Demonstrated confidentiality
- Commitment to continuous process improvement

- Available to work 8:00 a.m. to 4:30 p.m. and occasional "flex" hours for promotional, educational, and training events.
- Ability to lift 25lbs

To be considered for this position, please email a resume to tavaris.taylor@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 mailed to:

Human Resources
Mount Vernon Nazarene University
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. MVNU is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin, marital status, military service, and/or disability. Members of under-represented groups are encouraged to apply.