



POSITION ANNOUNCEMENT
Graduate Assistant for Sports Information

*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 Sports Information Assistant on the main campus. 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:

- Assist the Sports Information Director in all aspects of gameday management (set up, tear down, statistics, public address, etc.)
- Maintain and manage the MVNU athletics website, including roster updates, athlete bios, statistical input, record keeping, and writing game recaps and news articles
- Support and help manage MVNU Athletics' social media accounts (Twitter, Instagram, and Facebook)
- Contribute to the promotion and visibility of MVNU athletics through written content, graphics, and other creative media
- Provide support in managing Junior Varsity game day operations
- Assist with photography, video production, and graphic design (Adobe Photoshop preferred)
- Input and manage data using statistical software (Presto, DakStats – preferred but not required)
- Work collaboratively with coaches, staff, and student-athletes to gather and report information accurately
- Other duties as assigned

Expectations for the successful candidate:

- Bachelor degree or equivalent
- Acceptance into a MVNU Graduate program
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred
- Evangelical Christian statement of faith, experience and mission fit
- 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 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
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.