



POSITION ANNOUNCEMENT

Graduate Assistant for The Office of Spiritual Life

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, 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 **The Office of Spiritual Life Assistant** on the main campus. Graduate Assistant appointments are made in collaboration with the Vice President of GPS and the Vice President of Spiritual Life and Church Relations. This position is 20 hours per week on site, not including travel time to the office, 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 include:

- Recruit and Communicate all Faith Works Trip opportunities
- Assist Assistant Director of Spiritual Life with fundraising event execution, and donor tracking.
- Create budgets, advertising strategies, and itineraries for Faith Works Trips.
- Research and explore new local service pathways for students.
- Assist with office coordination, and meeting needs of guests at reception
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience; mission fit
- Bachelor degree
- Acceptance into an MVNU graduate program
- Interpersonal Skills: strong empathetic spirit; able to communicate clearly and effectively; able to have difficult conversations face-to-face and via email respectfully; handle conflict gracefully; able to communicate feedback in a constructive way.
- Organizational Skills: able to manage co-occurring processes with excellence; able to track significant amounts of data with a variety of software (training provided); able to create efficient and reproduceable systems of data management
- Technical Competencies: able to learn data management software; able to navigate social media competently and effectively; able to create basic design with software like Canva (training provided)
- Professional demeanor and appearance
- Other duties as assigned

To be considered for this position, please email a resume to humanresources@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. 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.