

POSITION ANNOUNCEMENT
Temporary Facilities Administrative Assistant

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. With over 2,200 students 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, temporary, **Facilities Administrative Assistant** for 6-12 weeks, 20-37.5 hours a week, for the Facilities Department on the Mount Vernon main campus. Facilities Operations provides oversight, planning, and management of all construction, maintenance, housekeeping, motor pool, grounds, campus safety, purchasing and support services for all campus buildings and grounds to ensure the optimal function and condition of the University's most valuable physical assets. The position reports to the Director of Facilities Operations and is available immediately, upon appointment of a successful candidate.

Responsibilities for this position include:

- Assist with management and communication of calls, emails, text, and work orders
- Generates and manage files, contracts, invoices, and reports
- Assist with ordering, tracking, and delivering parts and materials
- Preparing invoices for accounting and reconciling credit card purchases
- Assist with motor pool coordination as needed
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith
- Strong oral and written communication skills. Highly developed organizational and task management ability is essential.
- Must demonstrate the ability to foster and maintain positive working relationships with the constituents of the University community.
- Ability to perform the physical work requiring manual dexterity, agility, strength and coordination, including ability to lift 30 lbs.
- Must possess a valid Ohio driver's license.
- Must be dependable, reliable, flexible, and willing to work additional hours during peak periods, including weekends.

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

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.