

**POSITION ANNOUNCEMENT**  
**Graduate Assistantship: Human Resources**

*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 the Department of Human Resources on the Mount Vernon main campus. The 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.

The Human Resources Graduate Assistant provides administrative and operational support to the HR department, serving as a key point of contact for employees and students while assisting with recruitment, onboarding, payroll, and employee engagement initiatives. Due to the nature of information handled within the Office of Human Resources, the student employee MUST maintain confidentiality at all times.

**Responsibilities for this position include:**

- Serve as the first point of contact for employees and students by greeting visitors, answering questions, and directing them to the appropriate HR team member in a professional and welcoming manner.
- Answer and manage the HR phone line by responding to calls, taking detailed messages, and ensuring timely follow-up or proper routing of inquiries.
- Monitor and manage HR-related inboxes (HR, HR Student, and Recruiting) by reviewing emails daily, responding to routine questions, and forwarding messages to the appropriate HR staff member.
- Respond to general HR inquiries by providing accurate information regarding policies, procedures, and processes, or escalating more complex matters as needed.
- Track incoming employment applications by organizing applicant materials and forwarding completed applications to the appropriate hiring managers in a timely manner.
- Assist with HR events, including recruitment events, onboarding sessions, and employee engagement activities, by helping with logistics, communication, and preparation of materials.
- Support student onboarding by scanning employment documents into FIETH, ensuring accurate digital recordkeeping and compliance with documentation requirements.
- Process new hire paperwork by reviewing forms for completeness, organizing documentation, and preparing files for payroll and personnel records.
- Manage and update job postings by posting positions, monitoring application flow, and ensuring postings remain current and accurate.
- Distribute incoming mail by sorting and delivering documents to appropriate HR staff members promptly.
- File and maintain personnel documents by organizing physical and electronic records in accordance with confidentiality and compliance standards.
- Order and maintain office supplies by monitoring inventory levels and placing supply orders as needed to ensure smooth office operations.
- Manage document shredding by identifying materials eligible for disposal and ensuring secure destruction of confidential information.

- Verify and process invoices for payment by reviewing billing documentation for accuracy and submitting materials through the appropriate approval channels.
- Record tuition assistance data by accurately entering and maintaining records for reporting and tracking purposes.
- File and organize exit survey results to assist HR leadership in tracking trends and maintaining documentation.
- Monitor required compliance posters to ensure all legally mandated workplace postings are current and displayed appropriately.
- Coordinate employee engagement efforts by preparing and sending cards or gifts for employee life events such as sympathy, new baby, or hospitalization, helping foster a supportive workplace culture.
- Assist with payroll processing by helping review timesheets, organizing payroll documentation, and supporting the payroll team to ensure timely and accurate pay processing.
- Complete employment verification requests by gathering and confirming employment information in accordance with HR policies and legal guidelines.
- Post open positions using Beaver Builder by formatting and publishing job postings on the institution's website to ensure positions are accessible and professionally presented.

**Expectations for the successful candidate:**

- Bachelor's Degree
- Evangelical Christian statement of faith and experience and mission fit
- Must be accepted into an MVNU Graduate Program
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Independent worker with strong attention to detail and commitment to accuracy
- Excellent written and oral use of the English language for effective communication

To be considered for this position, please email a resume, cover letter, and at least three references to [mvnu.recruiting@mvnu.edu](mailto: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 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. 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.