



POSITION ANNOUNCEMENT  
Graduate Assistant for Sports Information (Fall 2026)

*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. MVNU is a member of the National Association of Intercollegiate Athletics (NAIA), the Crossroads League, and offers 23 sports programs.

The University seeks a Graduate Assistant to serve the faculty and students in the Athletic Department. Graduate Assistant appointments are made in collaboration with the VP and Director of Sports Information. This position is 20 hours per week and is a full tuition benefit extending through the duration of the student's master's program. Other benefits include entry level experience, flexibility to pair with a part time job, and optionable, affordable GA housing.

**Responsibilities for this position include:**

- Manages and ensures the accuracy of sports schedules, rosters, bios, articles and statistics on the athletics website
- Assists and collaborates with others, including coaching staff, athletic personnel, and gameday management staff
- Work home sporting events and assist with stat taking, public address, photography, and other gameday operations as assigned
- Available to work evenings and weekends
- Other duties as assigned

**Expectations for the successful candidate:**

- Bachelor's degree
- Acceptance into the Mount Vernon Nazarene University 2-year graduate program
  - Must be committed to staying for a full 2 years
- Prior experience working in a sports information department is a plus
- Experience with a camera and general knowledge of photography is also a plus
- Previous experience using Presto Sports is preferred
- Proficient in Microsoft Word and a willingness to learn Adobe programs such as Premier Pro and Photoshop
- Demonstrates strong written and verbal communication skills
- Ability to compose clear, professional letters, emails, and announcements

- Motivated to learn!

To be considered for this position, please email a letter of interest, resume and references to [alex.stewart@mvnu.edu](mailto:alex.stewart@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs>.

Applicants submitting materials via email should attach either Microsoft Word or .PDF File.

Alex Stewart, Sports Information Director  
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. 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.