



**POSITION ANNOUNCEMENT**  
**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 full-time **Facilities Administrative Assistant** 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. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days.

**Responsibilities for this position include:**

- Assist with management and communication of calls, emails, text, and work orders.
- Generate and manage physical and digital files, contracts, invoices, and reports.
- Assist with ordering, tracking, and delivering parts and materials.
- Track and reconcile expenses for all projects.
- Meeting and Outlook calendar coordination.
- Preparing invoices for accounting and reconciling credit card purchases.
- Handling, maintaining, and reconciling cashbox.
- Assist with Motor Pool coordination as needed.
- Manage the Facilities purchase order system.
- 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.
- Strong multitasking, organizational, and computer skills are a must.
- Strong comprehension of Microsoft Office suite applications.
- Must demonstrate the ability to foster and maintain positive working relationships with the constituents of the University community.
- Must be able to work in a fast-paced and extremely detail-oriented work environment.
- Ability to perform physical work that requires manual dexterity, agility, strength and coordination, including the ability to lift 30 lbs.
- Ability to keep information confidential.
- Must be dependable, reliable, flexible, and willing to work additional hours during peak periods, including weekends.
- Must possess a valid Ohio driver's license.

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