



POSITION ANNOUNCEMENT
Graduate Assistant for CAPS Education Department

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.

Responsibilities for this position include:

- Assist with the coordination and administration of field and clinical education placements for teacher candidates.
- Support the development and maintenance of partnerships with school districts, mentor teachers, and clinical supervisors.
- Monitor and track candidate completion of field and clinical experience requirements to ensure compliance with state licensure standards.
- Maintain accurate records and databases related to candidate placements, evaluations, licensure documentation, and accreditation evidence.
- Collect, organize, and analyze program data to support continuous improvement initiatives and accreditation reporting.
- Assist in preparing reports, documentation, and evidence required for Ohio Department of Education and Workforce licensure reviews and accreditation processes.
- Support the implementation of policies and procedures aligned with Council for the Accreditation of Educator Preparation (CAEP) standards.
- Coordinate communications with teacher candidates, faculty, clinical educators, and partner schools regarding placement requirements and expectations.
- Assist with scheduling, planning, and facilitating meetings, training sessions, and professional development activities related to clinical practice.
- Monitor candidate progress and assist with the collection and review of evaluation and assessment data from field and clinical experiences.
- Collaborate with faculty and staff to identify areas for program enhancement based on assessment findings and stakeholder feedback.
- Contribute to quality assurance efforts by reviewing documentation for accuracy, completeness, and compliance.
- Support special projects related to educator preparation, licensure, accreditation, and clinical partnership development.
- Prepare correspondence, presentations, and informational materials for internal and external stakeholders.
- Perform other duties as assigned to support the mission and goals of the CAPS Education Department.

Expectations for the successful candidate:

- Bachelor degree or equivalent;
- Acceptance into a MVNU Graduate program;
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred;
- Evangelical Christian statement of faith, experience and mission fit;
- Excellent technology, face-to-face, and phone; Basic mathematical and strong typing skills;
- Ability to compose clear, professional letters, emails, and announcements;
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 50 pounds.

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