



Job Posting
Student Employment Specialist

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 Student Employment Specialist is part of the Human Resources department on the Mount Vernon main campus. The position reports to the Director of Human Resources. Key duties include the management of the student employment processes (posting, tracking, hiring, training, etc.), coordinating with CAPS on graduate assistant positions and processes, updating HR and Paycom employee portals, coordinating with Finance and Accounting on budget and payroll for student employment.

Responsibilities for this position include:

- Implement recruiting strategies to meet current or anticipated student staffing needs.
- Assist departments in developing and advertising student job postings, along with distributing applications/ candidate materials that are submitted.
- Update student employment advertising site.
- Provide management with information on training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues of student employees.
- Prepare or maintain student employment records related to events, such as hiring, termination, leaves, transfers, and promotions, using human resources system software.
- Reconcile institutional and federal work study payroll according to federal regulations.
- Coordinate with CAPS on Graduate Assistant program processes.
- Work with Accounting, Financial Aid, and the Budget Office to align student employment budgets.

- Provide student worker and graduate assistant Paycom training for student employment processes.
- Represent Student Employment and HR at campus events.
- Present Student Employment Supervisor training for various groups across campus as needed.
- Other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree required
- Prior work experience in Human Resources and Student Employment preferred
- HR/ SHRM certification preferred
- Excellent oral and written communication skills
- Strong collaboration skills with a variety of populations (students, faculty, administration, and staff)
- Ability to maintain the highest standards of confidentiality
- Technology proficiency with Microsoft Office suite and a quick learner for new technologies
- Ability to thrive in a fast-paced environment
- Self-motivated, very organized, positive, and a team player

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
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.