

The Administrative Computing department is looking for individuals who wish to join a student team that supports various institutional offices and processes. The experience will enhance the overall educational knowledge at MVNU including business analysis, project management, marketing, communication, and/or computer skills. Past experience has informed us that these positions often assist in classroom work/understanding. Assignments will be involved with business operations of the institution and/or using and working with a relational database.

Below are some of the projects that may include student involvement. Assignment of duties will be based on an individual's skill set and project prioritization after initial training is finished.

1. Support for software operation in various offices.
2. Database reporting and manipulation.
3. Extracting data / developing income projections.
4. Working with offices in creating better business processes.
5. Web development.
6. Office management.
7. Marketing new web functionality to the campus.

There is a possibility of full-time summer employment.

If you have any interest, please see Twyla Campbell in the Administrative Computing Department for an application. Our department is located on the second floor of the Lakeholm Administration Building.

Thanks for your time!

John Walchle
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