



POSITION ANNOUNCEMENT
Engineering Graduate 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. 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 Graduate Assistant to serve in the role of Engineering Department Graduate Assistant on the main campus, and will assist with the development of systems to integrate the MVNU Engineering program with the Knox Labs makerspace. This position is 20 hours per week and is a full tuition benefit extending through the duration of the student's Master's program. Stipends, textbooks, and computers are not provided as part of the assistantship.

Responsibilities for this position include:

- Staffing the reception desk and check-in members/students and greeting curious members of the public during Knox Labs' open hours;
- Assisting the on-site MVNU and Knox Labs personnel, respectively, in preparing and monitoring Knox Labs' equipment and computers for daily use, scheduled repairs, and basic trouble-shooting;
- Developing systems for tracking user credentialing on equipment and member usage of equipment;
- Maintaining records, using Microsoft Excel or comparable software, to track raw supply usage and supply charges levied against members;
- Assisting the on-site staff members with billing and receiving payments for such supply usage;
- Maintaining records to track members/students' equipment credentials, via appropriate Knox Labs training programs, to use specific pieces of equipment and software; and
- Assisting the on-site MVNU and Knox Labs personnel with answering Knox Labs' phone and email correspondence on a regular basis.

Expectations for the successful candidate:

- Commitment to the mission of MVNU and Knox Labs to provide an innovative, collaborative environment that inspires community members to discover, develop and share their potential as makers;
- Comfortable working in a dynamic, fast-paced environment with priorities that may change daily;
- Exemplary interpersonal skills;
- Ability to relate to a diverse set of makerspace members, students, visitors, and the general public;
- Resourceful problem solver with attention to details;
- Ability to meet deadlines, use time efficiently, prioritize work obligations, and work independently and effectively as a team member;
- Ability to lift objects (e.g., cases of copier paper and maker equipment supplies), climb stairs, and sit for long periods of time in front of a computer;
- Strong computer skills – hardware and software – including Adobe, Microsoft Office and maker-related platforms. Familiarity with both Apple and PC infrastructure.

To be considered for this position, please email a resume to humanresources@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 faxed to (740-397-1005), or 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.