



**POSITION ANNOUNCEMENT**  
**Graduate Assistant- Events**

*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. We provide the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. We challenge faculty, staff, and students to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

MVNU seeks an *Events Graduate Assistant* for the Admissions office on the main campus starting in October 2022. As a member of the Admissions office support staff, this position works with and reports to the Assistant Director of Admissions. As a member of Enrollment Management, serves as a partner with faculty, staff, and administrators of the university toward the achievement of the university's enrollment goals. The 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:**

- Events
  - Handle all planning, administration, and execution of Team 9 visit days
  - Assist in the planning, administration, and execution of Blast
  - Assist in the planning, administration, and execution of Sonfest. Recruit vendors & sponsors
  - Assist with the training and organization of SEA (Student Events Ambassadors)
  - Assist with the planning and creation of Admissions Social Media content
  - Assist with maintaining and organization of Events storage areas.
  - Assist with other events and responsibilities as needed
- Visits
  - Assist with personal campus visits and campus tours with prospective students and parents as needed
  - Assist in the Welcome Center as needed
  - Assist with the scheduling and arrangements for Virtual Campus Visits as needed

*The above statements describe the general nature and level of work to be performed by an individual assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of the position.*

**Qualifications needed:**

- Evidence of active church involvement and an evangelical Statement of Faith
- Enrollment in an MVNU MBA program

- An understanding of higher education and the importance of supportive relationships with prospective students and parents in the new student enrollment process
- Bachelor's degree required
- University-related work experience preferred
- Experience with large databases and the ability to work long periods at a computer station
- Excellent verbal and written communication skills
- Demonstrated organizational skills, with a high level of personal integrity and professionalism
- Must be able to lift up to 25 lbs

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto: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  
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.