



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for The Center for Global Engagement**

*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 Center for Global Engagement Office Assistant on the main campus. Graduate Assistant appointments are made in collaboration with the Vice President of GPS and the Center for Global Engagement's Global Learning Coordinator. 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:**

This position will assist with the following activities:

- Maintain a welcoming environment for visitors to the Center for Global Engagement
- Provide administrative support for the Director of the Center and the Coordinator for Global Learning
- Prepare and distribute event promotional materials
- Assist with processing necessary travel documents for trip participants
- Assist with coordination of logistics for travel
- Maintain the Crossing Cultures Moodle sites
- Provide support with other administrative needs as they arise
- Other duties as assigned

**Expectations for the successful candidate:**

- Bachelor's degree or equivalent
- Acceptance into a MVNU Graduate program
- Excellent interpersonal skills and demonstrated team spirit
- Professional demeanor in appearance and in all communications
- Desire for cultural competence and humility
- Demonstrated organizational skills and ability to multi-task
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred
- Evangelical Christian statement of faith, experience and mission fit
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 25 pounds.

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/application>. 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.