



**POSITION ANNOUNCEMENT**  
**Graduate Assistant: School of Nursing and Health Sciences**

*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 the Nursing Department on the Mount Vernon Hunter Hall downtown campus. Graduate Assistant appointments are made in collaboration with the Vice President of GPS and the Dean of the School of Nursing. 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.

**Essential Duties and Responsibilities:**

- Assist laboratory supervisor with planning and set up of lab experiences, simulations, and checkoffs.
- Assist faculty with teaching assignments as needed
- Clinical instruction as appropriate
- Maintain and update Department Social Media accounts as requested
- Assist the Graduate Nursing Admissions Counselor/Recruiter with special projects
- Serve as the graduate student representative on the Graduate committee
- Administrative Assistant with clerical and office tasks
- Assist faculty with committee tasks
- Other duties as assigned

**Expectations for the successful candidate:**

- Bachelor's Degree in Nursing (BSN)
- Evangelical Christian statement of faith, experience, and mission fit
- Must hold an unencumbered registered nurse license to practice in the state of Ohio
- Must be accepted into an MVNU Graduate Nursing Program
- Proficiency in Microsoft Office Suite
- Independent worker with strong attention to detail and commitment to accuracy
- Excellent written and oral use of the English language for effective communication
- Must be able to assist in clinical check offs
- Must possess excellent attention to details
- Must be a team player and interact collegially with co-workers and other constituencies
- Must have the ability to work effectively with students, faculty, and staff
- Must possess strong organizational skills
- Must be able to work independently and must retain confidential information
- Must be able to meet regular and predictable attendance standards
- Must occasionally lift and/or carry up to 50 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.