



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for Social Work Department**

*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 Academic Assistant for Online Curriculum on the main campus and/or remote. Graduate Assistant appointments are made in collaboration with the Vice President of GPS and the Social Work Department's GPS 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:**

Daily responsibilities:

- Ongoing communication with GPS Social Work department re. curriculum needs
- Ongoing communication with GPS Academic Services Specialist re. Moodle and curriculum needs/issues
- Ongoing research on online learning best practices; including external software
- Familiarity with CSWE competencies; including integration of EPAS language into syllabi and curriculum
- Maintain curriculum revision checklists; including but not limited to, textbooks, external and internal link review, adjunct support, and syllabi updates
- Monitor Moodle templates for syllabi updates, formatting uniformity, and adjunct identified concerns
- Maintain electronic files
- Assist with internal department resources; including marketing materials, student wellness initiatives, and department initiatives

Periodic responsibilities:

- Assist students with Moodle issues
- Assist social work department with gathering data for self-study

Other duties as assigned

**Expectations for the successful candidate:**

- Bachelor degree or equivalent;
- Acceptance into a MVNU Graduate program;
- Knowledge of the social work profession
- Knowledge of the MVNU social work department, including field education

- Knowledge of MVNU GPS program procedures
- Strong attention to detail
- Strong organizational skills
- Strong communication skills, both oral and written
- Ability to use Microsoft Office
- Ability to interact with diverse adult students in a professional and caring manner
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred;
- Evangelical Christian statement of faith, experience and mission fit;
- Excellent technology, face-to-face, and phone skills;
- Basic mathematical and strong typing skills;
- Ability to compose clear, professional letters, emails, and announcements;
- 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.