

POSITION ANNOUNCEMENT
Test Center 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. 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.

The University seeks a Test Center Graduate Assistant. 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. Work hours will vary depending on Test Center work load and coverage (i.e. finals week, New Student Testing etc.).

Responsibilities for this position include:

- Passes the certification exams required for national tests given in the Test Center: PearsonVUE, etc.
- Assists with daily operations of the Test Center
- Scores examinations for faculty using a ScanMark Scanner, and submits score reports to faculty
- Schedules appointments for testing calendar
- Monitors phone and e-mail correspondence
- Proctors exams: i.e. make-up exams, PEARSON, RACT, etc. in the Test Center
- Occasionally serves as a proctor for students with testing accommodations
- Follows test security protocol
- Interacts professionally with students, faculty, and administrators
- Maintains Test Center records
- Helps with administration of New Student and Spring Testing Days
- Maintains confidentiality with highly sensitive material and follows FERPA guidelines
- Assists Test Center Coordinator with other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith and active involvement in a local church fellowship
- Bachelor's degree
- Efficiency with decision making and problem solving
- Attention to detail with a commitment to accuracy
- Computer proficiency with Microsoft Office products and excellent typing skills
- Excellent interpersonal and communication skills with a professional presence
- Self-initiative, ability to work independently, and good time management skills
- Ability to communicate in a positive and productive manner with faculty and students
- Availability to work additional hours during periods of heavy testing volume, and occasional evening hours

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 may 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. MVNU is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin, marital status, military service, and/or disability. Members of under-represented groups are encouraged to apply.