



POSITION ANNOUNCEMENT
Graduate Assistant for Esther Jetter Preschool

*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 Esther Jetter Preschool (EJP) Graduate Assistant on the main campus. 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:

- Assist the EJP Director and Assistant Teacher in creating and implementing developmentally appropriate and play-based curriculum for preschool-age children
- Assist the EJP Director and Assistant Teacher in observation, documentation, and assessment of preschool students' academic and behavioral goals
- Assist in teaching preschool age-level classes
- Assist in teaching preschool age-level Summer Quests
- Complete daily tasks associated with the operation of a preschool program (cleaning, snack preparation, materials set-up, etc.)
 - Daily operations/maintenance of the classroom and playground
 - Helping rotate centers and equipment
 - Preparing classroom
 - Cleaning and closing down the classroom and all equipment
- Other duties as assigned by the EJP Director

Expectations for the successful candidate:

- Bachelor degree or equivalent
- Acceptance into a MVNU Graduate program
- Evangelical Christian statement of faith, experience and mission fit
- Must be willing to complete trainings and meet qualifications set forth by ODJFS for Preschool employees
- Ability to work independently and meet deadlines
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs
- Ability to lift 50 pounds.

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 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.