



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for School of Graduate and Professional Studies**

*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 Program Coordinator for the School of Graduate and Professional Studies. This is a fully remote opportunity. 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. The graduate assistant will work under the direct supervision of the Assistant Vice President School of Graduate Professional Studies.

**Responsibilities for this position include:**

- Assist with SGPS research projects and program innovation
- Assist with program development data entry
- Assist in the work of alumni and community relations for SGPS
- Serve as a facilitator for SGPS student experience focus groups
- Prepare program innovation reports
- Organize electronic files
- Schedule events as needed
- Create electronic documents, schedule meetings, and communicate regularly with program coordinators
- Complete all other duties as assigned

**Expectations for the successful candidate:**

- Bachelor degree or equivalent
- Acceptance into a MVNU Graduate program
- Evangelical Christian statement of faith, experience and mission fit
- Ability to work independently
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) required
- Must be able to solve problems, interpret information, and conduct research online
- Excellent technology, face-to-face, typing, presentation, attention to detail, public speaking, and phone skills
- Basic mathematical and research 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 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>. 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.