



POSITION ANNOUNCEMENT
Graduate Assistant – Student Financial Services 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. 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 Student Financial Services department on the Mount Vernon main campus. The GA will report to the Director of Student Financial Services, who will direct daily activities and conduct periodic reviews. The 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 the GA Student Financial Services Assistant include:

- Providing excellent customer service to internal and external customers
- Meeting with prospective students and their guests
- Awarding financial aid
- Answering the phone
- Processing mail
- Helping with the traditional student confirmation process each fall and spring
- Assisting with New Student Orientation and other on-campus events
- Supporting Financial Aid and Student Accounts staff as needed
- Other duties as assigned

The above statements describe the general nature and level of work to be performed by an individual assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of the position.

Qualifications needed:

- Evangelical Christian confession of faith
- Bachelor's degree
- Enrollment in an MVNU MBA program
- Highly organized, detail oriented, and capable of multi-tasking in a fast paced environment
- Strong interpersonal/public relations/diplomacy and public speaking skills
- Communication skills including proficiency in letter-writing and email correspondence
- Ability to handle sensitive material confidentially and professionally
- Demonstrated analytical and problem-solving skills
- Ability to take initiative and the capacity for self-direction and self-correction
- Strong computer and technology skills including proficiency in Microsoft products
- Team orientation and a bias toward solving problems
- Ability to lift 25 lbs

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
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.