

POSITION ANNOUNCEMENT
Graduate Assistantship: School of Education

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 Education Department on the Mount Vernon main campus. 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 this position include:

- Create e-files for all incoming Education majors and upload documents to the same.
- Enter test score data into university database that is received from Educational Testing Service (ETS) for Praxis Core Tests, update database fields, track scores as they relate to program admission, and file appropriate documents in electronic/paper Teacher Education files.
- Download from provider's website, print, and enter test score data into university database for Ohio Assessments for Educators Tests, update database fields, and file appropriate documents in Teacher Education files.
- Enter data into university database for Dispositions Assessments from Chalk & Wire reports.
- Track items for admission to the Teacher Education Program.
- Assist with the annual updating of Teacher Education forms, including such forms as testing registration information, required tests for state licensure, Education program gates, applications for admission to Teacher Education, and others.
- Annually revise each of the Undergraduate Education Program Checklists in conjunction with the Undergraduate Education Coordinator.
- Update the Teacher Education Moodle Site as documents are created/revised.
- Create electronic appointment sign-ups in SignUpGenius for Undergraduate Education Coordinator's academic advising appointments.
- Annually document image one year of Undergraduate Teacher Education files.
- Document image GPS Teacher Education files as directed.
- Assist the Undergraduate Education Coordinator and Director of Teacher Education with projects as needed.
- Maintain electronic or paper copies of documents.
- Assist in preparing for meetings as requested.
- Create documents and do research as needed for the Education Department.
- Seek to serve those in the Education Department with clerical duties as requested or when assigned Graduate Assistant work is temporarily complete.
- Cover the Education Department front desk as needed.
- Maintain a Procedure Manual and appropriate desk files for the Graduate Assistant position.
- Other duties as assigned within the Education Department.

Expectations for the successful candidate:

- Bachelor's Degree
- Evangelical Christian statement of faith and experience and mission fit
- Must be accepted into an MVNU Graduate Program

- Proficiency in Microsoft Office Suite
- Independent worker with strong attention to detail and commitment to accuracy
- Excellent written and oral use of the English language for effective communication

To be considered for this position, please email a resume, cover letter, and at least three references 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. 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.