



POSITION ANNOUNCEMENT
Graduate Assistant for Art and Design Department

*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 Art and Design Department Graduate Assistant on the main campus. Graduate Assistant appointments are made in collaboration with the school of GPS and the Art Department. 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:

General Responsibilities:

- Provides high level of customer service to all administration, students, faculty, staff, and visitors
- Handles sensitive materials in a professional manner, maintaining total confidentiality of all materials and clients seen on and off campus

Art and Design Department Responsibilities:

- Maintain appointment calendars as assigned
- Update and distribute weekly announcements for the department and gallery
- Produce and distribute departmental and gallery minutes
- Supervise departmental student employees
- Maintain office files and records
- Assist graphic design professor with advising
- Arrange hotel and travel accommodations for visiting artists
- Maintain advising files
- Follow up on work order requests
- Produce correspondence as required by faculty members
- Maintain records for reference and testing materials
- Conduct inventory and maintain supplies for the department
- Request repairs and maintenance for the department
- Assign lockers to students each semester
- Oversee Art, Art Gallery, and Graphic Design budgets
- Document course fees as they are spent
- Complete other assignments as needed

Expectations for the successful candidate:

- Bachelor degree or equivalent; Gallery or Art/Design related field experience preferred
- Acceptance into a MVNU Graduate program
- Evangelical Christian statement of faith, experience and mission fit
- Excellent verbal communication/customer service skills
- Ability to meet people professionally and hospitably
- Professional attire and countenance
- Integrity in handling confidential information
- Excellent organizational skills
- Ability to attend to details
- Strong time management skills; punctuality
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 30 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.