



POSITION ANNOUNCEMENT

Graduate Assistantship: Center for Innovative Education Graduate 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. We provide the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. We challenge faculty, staff, and students 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 faculty and students in the Center for Innovative Education. Graduate Assistant appointments are made in collaboration with the Dean of GPS and AVP of Innovative Education. This position is 20 hours per week and is a full tuition benefit extending through the duration of the student's Masters of Education program. Stipends, textbooks, and computers are not provided as part of the assistantship.

Responsibilities for this position include:

- Provide face to face support and coordination at the Center for Innovative Education
- Provide logistical support for adjunct faculty trainings
- Development of Faculty and student course tutorials for online learning
- Support of faculty with Moodle instructional design
- Assist the AVP of Innovative Education and Academic Technologist in the development of training materials and digital portal
- Provide marketing campaigns for Summer Learn
- Create learning products for courses
- Advisor role and promotion of Summer Learn
- Data tracking and reporting of online participation and inquiries
- College Credit Plus support
- Other duties as assigned.

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 Education Program
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint
- Comfortable learning and using new technology
- Independent worker with strong attention to detail and commitment to accuracy
- Excellent written and oral use of the English language for effective communication

- Can confidentially handle sensitive inquiries and contacts with institutional leadership as well as students
- Able to conduct most work at the main campus but occasionally travel to offsite locations.

In order to be considered for this position, the candidate should submit a resume, cover letter, and at least three references via email to Dean.Goon@mvnu.edu and complete the application located at <http://www.mvnu.edu/jobs/application.asp>. Applicants submitting materials via email should attach either MS Word or PDF files. Alternatively, materials can be mailed to:

Dean Goon
Mount Vernon Nazarene University
School of Graduate and Professional Studies
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.