



POSITION ANNOUNCEMENT
Graduate Assistant for Education 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 Education Accreditation Graduate Assistant on the main campus. Graduate Assistant appointments are made in collaboration with the Dean of GPS and the Education Department's Accreditation & Reporting Coordinator. 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:

Primary (approximately 70%): This position will assist with the following activities:

- Monitor Chalk & Wire help email a minimum of twice daily (morning and evening);
- Assist faculty, staff, and students via email, phone, and in person with all questions related to Chalk & Wire;
- Run reports for faculty data one a semester. Provide faculty copies of the reports via email;
- Record Cooperating Teaching scores for Candidate Profiles in Chalk & Wire;
- Help faculty in class and out of class with Chalk & Wire submissions;
- Help education candidates upload documents to Chalk & Wire;
- Help education candidates develop reflections for artifacts;
- Assist candidates with tasks related to edTPA Portfolios;
 - Handbooks, thinking organizers, rubric level progressions, forms
 - Upload videos, use of Handbrake
 - Sharing portfolios with supervisors
 - Submitting the portfolio
- Assist candidates with development of portfolio skills;
 - Welcome screen
 - Uploading pictures
 - Picking a theme
 - Doing a self-assessment
 - Uploading artifacts
 - Completing the reflection form for each artifact
- Access information from MVNU systems and databases when necessary;
- Support the Accreditation & Reporting Coordinator in data collection and analysis.

Secondary (approximately 30%)

- Provide support one day per week in the Esther Jetter Preschool;
- Cover the Education Department front desk and phones during lunch hours and meetings on assigned work days;
- Maintain a Procedure Manual and appropriate desk files for the Graduate Assistant position;
- Other duties as assigned.

Expectations for the successful candidate:

- Bachelor degree or equivalent;
- Acceptance into a MVNU Graduate program;
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred;
- Evangelical Christian statement of faith, experience and mission fit;
- Excellent technology, face-to-face, and phone;
- Basic mathematical and strong typing 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 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.