



**POSITION ANNOUNCEMENT**  
**Graduate Assistant for GPS Social Work Program**

*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 GPS Social Work Academic Advisor with an office located on main campus and travel required to satellite campuses. Graduate Assistant appointments are made in collaboration with the Dean of GPS and the GPS Social Work Program 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:**

Daily responsibilities:

- Ongoing communication with GPS social work students regarding program requirements, issues, and questions (email, phone)
- Ongoing communication with GPS recruitment staff regarding questions/issues for prospective students
- Complete Social Work Department Entry Evaluation forms for admissions/registrar
- Maintain student checklists, GPA
- Monitor student progress through program gates
- Maintain student physical and electronic files
- Maintain equivalency checklists
- Complete audits for prospective students in coordination with the registrar's office

Periodic responsibilities:

- Conduct advising contacts with current cohorts multiple times per year
- Audit student files for program completion
- Present at first in-seat class for new cohorts
- Maintain and update Moodle sites and google syllabi as needed
- Other duties as assigned.

**Expectations for the successful candidate:**

- Bachelor's degree required in field relevant to Social Work; At least one to three years of experience in the field.
- Acceptance into a MVNU Graduate program
- Evangelical Christian statement of faith, experience and mission fit
- Knowledge of licensure procedures in the State of Ohio, including exam requirements
- Knowledge of the MVNU social work department, including field education
- Knowledge of MVNU GPS program procedures
- Strong attention to detail
- Strong organizational skills
- Strong communication skills, both oral and written
- Ability to use Microsoft Office
- Ability to interact with diverse adult students in a professional and caring manner
- Must be capable of sitting for long periods of time.
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To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto: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.