



POSITION ANNOUNCEMENT

Administrative Assistant to the Vice President for University Relations

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 full-time, 12-month, **Administrative Assistant to the Vice President for University Relations** on the Mount Vernon main campus. This position supports the Vice President for University Relations (VPUR) and serves as front-line staff member for University Relations. The University pay grade for this position is "C". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Providing administrative support and office duties for the VPUR
 - Provide support to VPUR for communications and projects
 - Manage calendar, appointments, and travel arrangements for VPUR
 - Serve as the primary telephone receptionist for VPUR
 - Assist with VPUR alumni, donor, and community communication and stewardship
 - Assist with the planning and coordination of conference, church relations, and donor travel for the VPUR
- General secretarial duties
 - Format agendas and take minutes as needed for VPUR and University Relations
 - Manage professional membership subscriptions for all University Relations Staff
 - Cross-train in other office functions, including alumni and donor data entry and donation processing
- Reporting and budget duties
 - Prepare Fall and Spring reports to the Board of Trustees
 - Prepare all University Relations reports for MVNU's Office of Institutional Effectiveness, industry surveys, and annual association reports
 - Process and track budget and accounting documents for the University Relations division
 - Prepare annual budget review and manage end of year processes for University Relations division
 - Facilitate financial paperwork for invoices, purchase requisitions, and other internal expenses for University Relations, Traditional Marketing, and Enrollment Management
 - Process and track MVNU community relations sponsorships

- Process all credit card reports for VPUR and some University Relations staff
- Annual Special Projects
 - Participate in the annual Giving Day as part of the larger UR team
 - Coordinate, execute or assist with University Relations and President's Office events and gatherings, which may require occasional evening weekend hours
 - Coordinate all University Relations hiring processes
 - Cover front desk of University Relations office suite
 - Other duties as assigned by the VPUR

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Commitment to the mission and vision of Mount Vernon Nazarene University
- High School diploma required; Bachelor's degree preferred
- Outstanding interpersonal skills, and the ability to effectively establish rapport with various constituents including alumni, donors, faculty, staff, students and visitors
- Professional demeanor in appearance and all written and verbal communications, including excellent proofreading skills
- Ability to manage and prioritize multiple projects simultaneously with solid attention to detail
- Ability to handle sensitive and confidential material in a professional manner
- Technical competence in Microsoft Excel, Word, and Outlook
- Physical requirements include the ability to travel as needed for university purposes, to operate a motor vehicle legally, to lift up to 25 pounds, and to set up displays and materials

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. 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. 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.