



## POSITION ANNOUNCEMENT

### Temporary Administrative Assistant for the Office of Institutional Effectiveness

*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 temporary, *Administrative Assistant for the Office of Institutional Effectiveness* on the Mount Vernon main campus. The position will be 20 hours a week, reports to the Director of Institutional Research and Accountability, and is available immediately upon appointment of a successful candidate. The University pay grade for this position is "B".

#### Responsibilities for this position include:

- Assist in reporting for CARES HEERF Act, coordinating with accounting, student financial services, and institutional effectiveness
- Liaison with marketing to update reporting and communication website.
- Manage communication (committee email, telephone, written mail, and in person)
- Arrange committee meeting schedule
- Receive and process requests for team to review
- Track CARES Act applicable expenditures
- Research projects assigned by the directors
- Answer the phone
- Maintain records
- Process all incoming and outgoing mail in office areas
- Maintain office files and records
- Other duties as assigned

#### Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Ability to deal pleasantly and effectively with the public
- Ability to prioritize and handle multiple tasks, and work independently
- Proficiency in Microsoft Office suite
- Attention to detail and excellent proofreading skills required
- Dress in professional manner
- Above average judgment skills necessary
- Ability to handle confidential information in a professional and sensitive manner
- Ability to lift 25 lbs.

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/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.