

Job Openings



- The **Valley Brethren-Mennonite Heritage Center** (www.vbmhc.org) invites applications for the position of full-time **Executive Director**. The successful candidate should have expertise in program visioning, strategic planning, fundraising, marketing, administration, public relations, volunteer coordination, and interpreting the vision of the Center to the church and community. The Director should be committed to the heritage which Brethren and Mennonites share, especially in the Shenandoah Valley. Salary and benefits as determined by the Board of Directors. Send letter of application, resume, and three recommendations to Glen Kauffman, Chair, Search Committee, Everence Financial Advisors, 841 Mt. Clinton Pike, Harrisonburg, VA 22802 (glen.kauffman@everence.com). Position open until filled.
- **Eastern Mennonite University** is seeking applicants for an **Assistant in the Office of Development**. The full-time development assistant is responsible for: receipting, tracking and reporting all contributions, including payroll and online gifts; database maintenance and report generation; establishing and implementing the strategy for University Fund phonathon, and administrative assistance for other development personnel. Includes some irregular evening hours. Bachelor's degree in accounting, business administration or related field preferred. Submit application, resume and three references to: hr@emu.edu. For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
 - **Eastern Mennonite University** seeks a **Director of Master of Arts in Education and Tenure-Track Faculty Position**. Qualifications: An earned doctorate in education and experience as a P-12 educator along with strong leadership, administration, program development, and marketing experience preferred. Teacher licensure, higher education experience, scholarly research, experience with restorative justice in education, and knowledge of CAEP (formerly NCATE) desirable. For more information please check the EMU website: emu.edu/hr/openings/Director_of_Master_of_Arts_in_Education.pdf
 - **Eastern Mennonite University** is seeking applicants for an **Outreach Educator for EMU** at the Harrisonburg, Va., campus. The Outreach Educator will provide programming at schools, community centers, preschool and special events by presenting to groups, setting up hands-on exhibits areas, teaching science lessons primarily during the school day, along with some non-teaching responsibilities. Bachelor's degree preferred. Two years of administrative assistant experience required. Submit application, resume and three references to: hr@emu.edu. For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
 - **Eastern Mennonite University** is seeking applicants for the **Director of Residence Life, Student Conduct and Restorative Justice** in the Department of Student Life. The full-time Director of Residence Life, Student Conduct and Restorative Justice is responsible for developing and maintaining residential learning communities that provide safe, secure, and comfortable housing and residence life environment conducive to a Christian lifestyle, the pursuit of personal growth, academic excellence, and centered around a campus culture sustained by restorative justice practices. In addition, the Director gives oversight to the development and maintenance of a campus culture sustained by restorative justice practices. Doctorate or Master's degree in field related to student affairs, higher education administration

or restorative justice is preferred. Submit application, resume and three references to: hr@emu.edu. For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.

- **Eastern Mennonite University** is seeking applicants for a **Director of Admissions and Marketing for the Graduate, Seminary and Professional Studies**. The full-time Director of Admissions and Marketing integrates the admissions and marketing system and process of the Graduate and Professional School and Seminary, including the Lancaster campus. Responsibilities include unifying admission systems across the programs with the overall university admissions efforts, working with the program directors as requested to develop admissions/marketing plans, and supports implementation of various recruiting and marketing efforts. Bachelor's degree required, master's degree a plus. Submit application, resume and three references to: hr@emu.edu. For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
- **Eastern Mennonite University** is seeking applicants for a **Windows System Administrator** in the Department of Information Systems. The full-time Windows System Administrator operates and maintains critical aspects of the campus computer network to ensure delivery of reliable service and responsive support. Windows System Administrator is responsible for: support of Microsoft Active Directory Design and administrator, account creation and access control and provisioning, group policy management, and software updates, printing infrastructure, enterprise data backup, and desktop application virtualization as it is planned for and phase into use. Bachelor's degree in computer science or related field preferred. Submit application, resume and three references to: hr@emu.edu. For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.