

Job Openings



- **Roberta Webb Child Care Center** is in need of two afternoon assistant teachers (infant and 2 year old classrooms) and a full time assistant in the 3 year old classroom. If you have a love for working with children and would like more information, please call 540-434-8699.
- **If your child enjoys singing**, they will love being a part of the **Shenandoah Valley Children's Choir!** We are a nationally acclaimed children's choir based in Harrisonburg, VA that values education, fun, musical excellence and community. Call or email to schedule an audition today! 540-432-4650 - svcc@emu.edu - www.svcc.org/join
- **Eastern Mennonite University** is seeking applicants for an **Administrative Assistant/ Receptionist for to the President's office**. The full-time Administrative Assistant/ Receptionist assists the president's and vice president for finance with general office support such as scheduling/ managing calendars, postal mail and mailing lists, special events, committee support and other duties as assigned. Previous office experience preferred. Proficiency with excel spreadsheets, general understanding of budget spreadsheets and processes. Bachelor's degree 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 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 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.
- **Eastern Mennonite University** is seeking applicants for a **Phonathon Coordinator** for the Department of Development. The phonathon coordinator is responsible to the development office coordinator for establishing and implementing the strategy for University Fund phonathon to increase the alumni giving participation as one key element of the development office's larger strategy for donor relations. This position is part of the development support team. Position is part-time, 10 hours per week for 9 months. Bachelor's degree 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 **Development Assistant** for the Department of Development. The development assistant is responsible to the development office coordinator for assistance in: receipting, tracking and reporting of all contributions made to the institution; database maintenance and report generation; interfacing with payroll coordinator in human resources to process faculty/staff contributions through payroll; administrative assistance for other development personnel as requested. Position is $\frac{3}{4}$ time. Bachelor's degree 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.