

JOB OPPORTUNITIES

· **Mennonite Economic Development Associates (MEDA)** invites applications for Chief Strategic Engagement Officer to join our Executive Leadership Team. MEDA is an association of compassionate women and men who invest in people living in poverty around the world so they can unleash their potential to earn a livelihood to provide for their families and enrich their communities. To learn more about MEDA and our work, please visit www.meda.org. A full time opportunity, with a preference to be based in the Waterloo, Ontario MEDA Headquarters or our Lancaster PA Office, this position will involve regular domestic and international travel. This unique position is a chance to use your significant leadership and technical expertise to make a difference. Desired start date is early 2017. Further details about the CSEO position and the application process are available here: [CSEO Job Posting](#)

· **Eastern Mennonite University** seeks applicants for an **Administrative Assistant for Athletics**. The full-time Administrative Assistant is responsible to the Director of Athletics for administrative tasks, special projects and the coordination of meetings and events. The assistant also performs clerical tasks for Head coaches and other department staff, oversees the office workflow and works as a team member with others to carry out the activities of the athletic department. Bachelor's degree preferred and/or training in the area of secretarial skills and office management. For more information visit: <http://emu.edu/hr/openings/>. Submit application, resume, and three references to: hr@emu.edu. 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 part-time **Choir Manager for Shenandoah Valley Children's Choir**. The Choir Manager is responsible for chorister recruitment, rehearsals and retention, managing the recruitment process and coordinating logistics to ensure efficient rehearsals and retreats, communicating with and collaborating with staff, volunteers and choristers and their families to build and maintain an excellent SVCC organization. Bachelor's degree preferred. Submit letter of application, resume and the contact information for three references to: Human Resources, 1200 Park Road, Harrisonburg, VA 22802, hr@emu.edu. For more information visit our website at www.emu.edu/humanresources. Eastern Mennonite University 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 applicants for a **Director of Counseling Services** in the department of Counseling Services. The Director of Counseling Services is responsible for administrative coordination of all counseling services provided to students, faculty and staff. The director provides direct clinical services as well as oversees general operation of the counseling center, crisis intervention; consultations; coordination of educational programming; maintaining budget and records and evaluation of all services. The director maintains professional collaboration with the MA in Counseling Director of Clinical Training for provision of clinical services. A Master's degree or higher in counseling, social work or clinical psychology required. Licensed as a mental health professional in Virginia required. Position is .75 FTE. For more information visit: <http://emu.edu/hr/openings/>. Submit application, resume, and three references to: hr@emu.edu. 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 is seeking applicants for a full-time **Custodian for Facilities Management**. Responsible for routine and special coverage in any of your team's buildings as assigned by the team lead custodian. A twelve month position, mainly Monday through Friday, with occasional extra or weekend time required to cover special events. Qualifications: High school diploma required. Custodial experience helpful. Ability to perform cleaning procedures in a dependable and conscientious manner. A team player, able to work with others or alone as the situation demands. Good communication and relational skills needed in relating to other staff and building users. May be exposed to chemical, mechanical or electrical hazards. May be exposed to dust, fumes and odoriferous working conditions. May be required to lift, push or pull up to 50 pounds. Will need to be on feet most of work time, and be able to use both hands unhindered. 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 applicants for a full-time **Hardware Support Analyst** in the department of Information Systems. The Hardware Support Analyst works closely with other User Services personnel on the IS staff to assure a high level of user satisfaction with all aspects of workstation operation and support across campus. The ability to work in teams and communicate effectively, ability to learn new technical environments, along with working with end users with various levels of technical ability necessary. A bachelor's degree in computer science or related field or equivalent experience required. For more information visit: <http://emu.edu/hr/openings/>. Submit application, resume, and three references to: hr@emu.edu. 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 for the Center for Justice and Peacebuilding**. The Director of Admissions coordinates a small team that is responsible for recruitment and admissions for all programs at CJP. The Director will oversee an applicant-friendly, integrated and uniform process that includes initial recruitment; receipt and review of applications; admissions; and follow up with applicants who apply for scholarships, need visas, or desire advising on program selection. Admissions and recruiting experience in an academic setting is highly desirable. Bachelor's degree required, master's degree preferred. This is a .80 FTE position with benefits. 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.