



POSITION ANNOUNCEMENT

Assistant Director of GPS Student Success

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, Assistant Director of GPS Student Success for its School of Graduate and Professional Studies (GPS) division. The position reports to the Vice President for GPS and will play a key role in supporting the academic success and retention of both domestic and international adult learners. The Assistant Director will oversee the function of academic success coaching and collaborate with other campus units to provide comprehensive support services for the GPS student population. The University pay grade for this position is "D". 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.

Responsibilities for this position include:

- Provide direct supervision and support for the function of academic success coaching for GPS students
- Assist the VP of GPS in developing and executing strategies to enhance student success, retention, and degree completion in the GPS division
- Serve as a liaison with other campus departments to coordinate seamless support services for GPS students
- Utilize early alert systems, student data, and predictive analytics to identify at-risk students and implement targeted interventions
- Collaborate with the GPS leadership team to monitor student success metrics and develop improvement plans as needed
- Assist with the planning and delivery of GPS orientation and onboarding programs
- Assist with the planning and execution of on-campus residencies for the international executive programs, providing in-person support for students multiple sessions per year
- Ensure effective communication with GPS students regarding success resources, policies, and procedures
- Oversee the administration of student surveys and feedback mechanisms to assess student needs, satisfaction, and areas for improvement
- Manage the development and maintenance of a comprehensive knowledge base and virtual helpdesk/ticketing system to provide self-service resources and track student inquiries
- Serve as a point of contact for academic integrity issues and collaborate with faculty and academic leadership to address violations

- Participate in the GPS student dismissal process, providing guidance and support to ensure fair and consistent policies and procedures
- Serve on relevant committees and initiatives related to GPS student success and retention
- Perform other duties as assigned by the VP of GPS
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required; master's degree in higher education, student affairs, or a related field preferred
- At least three to five years of experience in academic advising, success coaching, or a related student services role; experience with adult and online learners highly desirable
- Familiarity with best practices and current research in student success, retention, and adult learning
- Excellent communication, organization and problem-solving skills
- Ability to analyze data and leverage insights to inform student success strategies
- Commitment to providing proactive, student-centric support in a fast-paced environment
- Proficiency with student information systems, learning management systems, and other relevant technology
- Aptitude for building collaborative partnerships with faculty, staff, and administrators

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 is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).