



## **POSITION ANNOUNCEMENT**

### **Associate Director of 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, *Associate Director of Student Success* for its Center for Student Success on the Mount Vernon main campus. The position reports to the Assistant Vice President for Student Success & Retention and is available July 1, 2024, upon appointment of a successful candidate. A full complement of benefits is provided, including a health care plan, retirement contributions, and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days.

#### **Responsibilities for this position include the following:**

- Assist the AVP for Student Success and Retention with projects and initiatives to cultivate academic opportunities on campus by providing resources and programming that enrich students' academic, personal, and vocational goals within the Center for Student Success
- Collaborate with other Student Success and Retention department leaders on holistic, integrated student services as well as goals, outcomes, and assessment metrics
- Manage the student alert system, MVNU Connect, and assign and track student concerns
- Supervise three Student Success Coaches
- Provide one-on-one Student Success coaching
- Participate on the Student Wellness Group
- Oversee Student Success programming
- Chair the Student Academic Life Committee (SALC) for student appeals to academic suspension
- Participate as an ex officio member of the Admissions Committee and other work groups as assigned
- Collaborate with faculty and staff to advance student success endeavors throughout campus
- Serve as the Nease Director by leading the CSS professional and student staff to deliver a high-quality summer bridge experience and providing ongoing programming and resources for Nease Scholars
- Set the tone for a welcoming and engaging office culture
- Other duties as assigned

#### **Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree is required; master's degree and/or student success or higher education experience is preferred
- Excellent organizational and communication skills

- Up-to-date knowledge of best student success practices
- Event planning experience
- Approachable and collaborative
- Ability to learn and use up-to-date digital tools and to make data-informed decisions
- Strong problem-solving skills
- Ability to thrive in a fast-paced environment

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <https://mvnu.edu/employment-opportunities/employment-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).