



POSITION ANNOUNCEMENT IES Admissions Counselor/DSO

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, **IES Admissions Counselor/DSO** for its School of Graduate and Professional Studies (SGPS) International Executive Studies Program.

This is a remote/work-from-home position. The IES Admissions Counselor/DSO manages the admissions of undergraduate and graduate students in MVNU's School of Graduate and Professional Studies International Executive Studies program. A majority of the role is to work with prospective international students and move them through the admissions funnel from application to enrollment, being their main point of contact throughout the process. The IES Admissions Counselor/DSO is expected to remove obstacles across all aspects of the funnel leading to enrollment. In addition, successful candidates thrive while working in a fast-paced environment and assume a shared responsibility of SGPS' growth. This position will also serve as a Designated Service Officer (DSO) for the university.

The position reports to the Director of SGPS Admissions and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C". A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, vacation, and sick days.

Responsibilities for this position include:

- Manage student admissions process from application through enrollment
- Connect with prospective students in multiple formats including phone calls, emails, texts, appointments, etc.
- Demonstrate a strong attention to detail especially while performing duties as the DSO.
- Understand and be able clearly communicate details about each SGPS program to prospective students
- Coordinate with the Applications Office, Financial Aid Office, Registrar, and Academic Services to manage all aspects of the recruiting process
- Work extensively with the CRM database (Technolutions Slate) and Microsoft Office (incl. Microsoft Outlook, Excel, Word and Teams)
- Participate in bi-annual in-person staff trainings in Mount Vernon, Ohio
- Be available and participate in various team and department meetings throughout each week

- Continuously improve recruiting and process efficiencies consistent with metrics defined by the SGPS leadership
- Participation in residency weekends at least twice per year
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith and commitment to the mission of MVNU
- Bachelor's degree required
- 3-5 years of professional work experience required
- Strong attention to detail
- Solid organizational skills
- Strong customer service skills
- Self-motivated, organized, and able to work independently
- Experience in recruiting, admissions, and/or sales preferred
- Excellent communication skills (including phone and written communication)
- Ability to multi-task
- Evidence of being goal oriented and self-motivated with a positive attitude
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams, etc.)
- Ability to maintain confidentiality concerning student information
- Ability to lift 25 lbs

To be considered for this position, please email a resume to 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).