



**POSITION ANNOUNCEMENT**  
**Assistant Director of Traditional Enrollment**

*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 Traditional Enrollment for its Admissions Office on the Mount Vernon main campus. The position reports to the Director of Traditional Enrollment and is available immediately, upon appointment of a successful candidate. 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, vacation and sick days. The use of an MVNU vehicle is provided with this position.

**Responsibilities for this position include:**

- Assist the Director of Traditional Enrollment as needed with projects and to implement the recruitment plan
- Train and supervise the Student Connections team of 15-20 student workers
- Assist in the execution of the University's prospective student recruitment plan, including the coordination of campus-based initiatives, representative travel, special programs, and professional meetings
- Represent Mount Vernon Nazarene University in assigned geographic regions at high schools, University fairs, churches, summer camps, and various youth events
- Effectively communicating the academic programs of Mount Vernon Nazarene University to prospective students, high school counselors, alumni, pastors, and other relevant audiences
- Follow up with prospective students via texts, phone calls, personal notes, email, and other appropriate correspondence
- Work closely with the Financial Aid and Student Accounts Offices, and the Student Life and Registrar's staff, to provide accurate information concerning financial aid and registration/confirmation processes
- Participate in planning and implementation of on and off-campus admissions and recruitment events
- Conduct on-campus visit interviews with prospective students and their parents
- Evaluate applicant files for the recommendation of admissions decisions
- Connect prospective students and families with appropriate faculty/staff and campus resources
- Influence prospective student decisions positively toward enrollment at MVNU
- Other duties as assigned by supervisor

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree preferred
- MVNU alumni or graduate of a CCCU institution (preferred)
- Commitment to and an ability to articulate the mission and vision of Mount Vernon Nazarene University and value of Christian higher education within the broader educational marketplace
- Ability to travel for extended periods and to work hours outside of the traditional workday
- Excellent verbal/written communication skills and customer service and public speaking skills
- Demonstrated organizational self-initiated planning skills, with a high level of personal integrity and professionalism
- Ability to focus in a high-energy workplace with frequent distractions and interruptions
- Ability and desire to work with culturally diverse populations
- Ability to connect with teenagers, parents, guidance counselors, pastors, and colleagues in all settings
- An appropriate competence with Microsoft Office
- A valid driver's license and ability to pass the University driving test and MVR insurance review
- Ability to transport and set up displays and materials and lift up to 50 pounds

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto: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).