



POSITION ANNOUNCEMENT

Director of Enrollment Systems & Operations

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, **Director of Enrollment Systems & Operations** for its Enrollment and Marketing team. This is an on campus position or remote/work-from-home position. The Director of Enrollment Systems & Operations manages the CRM and other systems & processes for the entire Enrollment & Marketing Team, covering both traditional admissions and Graduate and Professional Studies.

The position reports to the Vice President for Enrollment and Marketing and is available immediately, upon appointment of a successful candidate. 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:

- Oversee, strategize and implement communication strategies using the CRM software (Technolutions Slate), including developing and testing campaign logic, scripts, executing email campaigns, and mailed items
- Lead the systems and operations team effectively, meeting deadlines and coordinating with various leaders and departments on campus
- Assist the VP and Directors of GPS Enrollment & Traditional Enrollment in the implementation of the university's overall plan for inquiry and applicant tracking and communication
- Serve as the management (CRM) software expert for the entire university.
- Collaborate with third-party vendors, negotiate contracts, and ensure alignment with recruitment goals
- Design and maintain student recruitment portals, improving accessibility and user experience

- Generate, analyze and deliver various enrollment reports to leadership on a weekly, monthly and/or annual basis
- Develop and training staff, coaches, and faculty on systems when necessary
- Manage and maintaining user profiles and permissions to ensure roles and security
- Participate in Enrollment & Leadership Council and other events and initiatives as needed/able
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required, Masters Degree preferred
- Ability to manage and lead a team effectively, meeting deadlines and working with various campus leaders
- Self-motivated, organized, and able to work independently
- Ability to manage and prioritize multiple projects simultaneously
- An exceptional work ethic and highly detail oriented
- Ability to think and lead creatively and strategically
- Exceptional problem resolution and confrontation management skills
- Evidence of being goal oriented and self-motivated with a positive attitude
- Proficiency in Microsoft Office (Outlook, Word, Excel, etc.)
- Experience with managing a CRM System, Technolutions Slate required
- Report writing experience
- Email HTML coding experience preferred
- Ability to maintain confidentiality
- Evangelical Christian confession of faith and commitment to the mission of MVNU

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. 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).