



POSITION ANNOUNCEMENT
Student Success Coach and Development Specialist

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.

MVNU seeks a full-time (37.5 hours per week), 10-month **Student Success Coach and Development Specialist** on the Mount Vernon main campus. This position works in the Center for Student Success (CSS), reports to the Associate Director of Student Success, 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 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:

- Serves as a Student Success Coach within the CSS to promote effective, life-long learning through campus resources and programs, and equip students to set and achieve their personal and educational goals
- Supports a student cohort of approximately 125 first year students and 25 returning students
- Builds strong relationships with students and partnerships with faculty and staff to promote a culture of success and persistence
- Assesses student opportunities for and barriers to academic success, collaborating on success plans, following up as plans are implemented, and designing student success workshops and resources for the MVNU community
- Collaborates with the Associate Director of Student Success on academic alert processes to coordinate and encourage interventions, such as tutoring, academic peer mentors, supplemental instruction, counseling, accessibility services, and other University resources
- Coordinates resources and training on coaching best practices for CSS colleagues.
- Assists with event planning and marketing of CSS programs online and on campus.
- Contributes to the planning, marketing, and implementation of the Nease Institute, MVNU's August summer bridge program, and its related events and student cohorts
- Maintains detailed records of student meetings, emails, missed meetings, etc.
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree required
- Passion for working with a variety of students with a range of academic experiences

- Excellent oral and written communication skills
- Technology proficiency with Microsoft Office and a quick learner for new technologies
- Self-motivated, very organized, positive, and a team player
- A calling to work with college students in the higher education environment
- Desire to continually learn new things
- Personal experience as a first-generation or at-risk college student preferred
- 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: <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).