



POSITION ANNOUNCEMENT

Education Licensure Coordinator

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, *Education Licensure Coordinator*, for its Education Department within the Jetter School of Professional Studies on the Mount Vernon main campus. The position reports to the Associate Dean for the Jetter School of Professional Studies 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 earned on an accrual basis.

Responsibilities for this position include:

- Serving as secondary academic advisor for all candidates in Education majors
- Creating and modifying course schedules for all traditional Elementary/Elementary Intervention, Middle Childhood Education, and Health/PE majors
- Providing scheduling support as necessary for all Secondary and Multi-Age Education majors
- Processing course substitution and add/drop forms
- Assisting in transcript evaluation for all transfer students
- Participating in New Student Orientation and scheduling for new students
- Tracking program progression and course eligibility for all traditional Education majors
- Documenting and tracking eligibility for Ohio teaching licensure for all traditional Education majors
- Processing all traditional candidate applications for teacher licensure
- Assist with Teacher Education Council meetings by preparing documents and taking meeting minutes
- Updating and maintaining all documents related to teacher licensure
- Creating and maintaining all traditional teacher education candidate files
- Entering data in multiple systems
- Assisting the Education Department with accreditation efforts
- Other duties as assigned

Minimum Qualifications:

- Evangelical Christian statement of faith, experience, and mission fit
- Ability to work pleasantly, positively, and effectively with the students, faculty, parents, and other stakeholders
- Ability to prioritize and handle multiple tasks, and work independently
- Proficiency in word processing, spreadsheets, and electronic mail
- Attention to detail and excellent proofreading skills required
- Ability to handle confidential information in a professional and sensitive manner
- Commitment to mentoring traditional college students
- Ability to work collaboratively with a variety of departments, faculty, and staff
- Willing occasionally to work at times other than regularly scheduled hours

Preferred Qualifications:

- Bachelor's degree in Education, Business, Higher Education, Leadership or other related field
- Experience working with traditional college students
- Experience with data entry and analysis
- Experience with academic advising
- Experience with teacher licensure
- Experience supervising other staff, graduate students, or student workers
- 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 does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.