



POSITION ANNOUNCEMENT Coordinator for Global Learning

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, **Coordinator for Global Learning** on the Mount Vernon main campus. The position reports to the Director of the Center for Global Engagement 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 (but are not limited to):

- Design promotional fliers, multimedia presentations and materials as needed/requested
- Organize, promote, and help facilitate events such as the Global Engagement EXPO, Community Engagement Fair, Global Spotlights, etc.
- Coordinate logistics for meetings and events, including room reservation, IT requests, etc.
- Provide support for trip leader training, pre-departure orientation, and re-entry events
- Assist with coordination of logistics for travel with travel agencies, field personnel and MVNU campus personnel
- Track off-campus study inquiries, application materials, and other required paperwork
- Collect and process necessary travel documents from trip participants
- Prepare materials for the Travel Risk Assessment Committee and document decisions
- Assist with the creation of travel "go-packs" for trip leaders
- Assist with the collection and processing various payments from trip participants
- Facilitate the purchasing process for the unit, including managing invoicing, payment requests, and the reconciliation of credit card statements
- Work with director to identify and maintain community partners for community-engaged learning opportunities
- Provide support for the community-engaged learning component of general education
- Research best practices for global learning and assist with program development as directed
- Manage social media presence, including content creation, scheduling posts, and managing followers
- Assist with the evaluation of global learning activities
- Oversee student workers, interns, and/or graduate assistants as needed
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Personal commitment to Jesus Christ
- Alignment with Church of the Nazarene values
- Bachelor's Degree preferred or significant relevant experience
- Excellent interpersonal skills and demonstrated team spirit
- Demonstrated cultural competence and humility
- Experience in cross-cultural settings/global perspective is preferred
- Professional demeanor in appearance and in all communications
- Highly organized; ability to prioritize and manage multiple projects simultaneously
- Excellent verbal and written communication skills, including proofreading, correspondence and report generation
- Proficiency in Microsoft Office; experience with Canva and Qualtrics a plus
- Demonstrated confidentiality
- Commitment to continuous process improvement
- Desire to lead service-learning or other off-campus study trips is preferred
- Available to work 8:00 a.m. to 4:30 p.m. and occasional "flex" hours for promotional, educational, and training events
- Ability to lift 25lbs

Organizational Expectations

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential.

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 mailed to:

Human Resources
Mount Vernon Nazarene University
800 Martinsburg Road
Mount Vernon, OH 43050

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).