



**POSITION ANNOUNCEMENT**  
**Assistant Director of Admissions Events**

*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 Admissions Events for its Traditional Admissions Office on the Mount Vernon main campus. The position reports to the Executive Director of Traditional Enrollment and is available immediately upon the appointment of a successful candidate. A full complement of benefits includes a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, vacation and sick days.

Responsibilities for this position include:

- **Event Planning and Execution:** Plan, organize, and manage on-campus and off-campus admissions events, including open houses, campus tours, information sessions, and yield events.
- **Logistics Management:** Oversee event logistics such as scheduling, registration, programming, and staffing.
- **Campus Visit Experience:** Serve as the primary support for the campus visit experience, including giving presentations and tours.
- **Recruitment Territory Management:** Manage a specific recruitment territory, building and maintaining relationships with high school counselors and prospective students.
- **Marketing Engagement:** Work directly with the Marketing office on coordination of printed pieces and publicity, web support, social media, news releases, media spots, etc., for these events and visits
- **Cross Department Partner:** Promotes recruitment strategies across campus by developing relationships with individuals and offices that may play a role in admissions work and achievement of goals.
- **Team 9 Events:** Communicating with local schools to increase group visits and access programs.
- **Communication Plans:** Develop and implement communication plans to drive event attendance and engagement.
- **Data Analysis and Reporting:** Track and analyze event attendance and enrollment data, providing reports and assessments to improve future events.
- **Team Supervision:** Hire, train, evaluate, and supervise student employees and volunteers involved in admissions events.
- **Other duties as assigned by the supervisor**

Expectations for the successful candidate:

- Christian statement of faith, experience, and mission fit.
- Personal commitment to Jesus Christ.
- Understanding and alignment of the heritage, doctrine, and practices of the Church of the Nazarene.
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- Education: Bachelor's degree in a related field (Master's degree preferred, not required).
- Experience: Minimum of 2-3 years of relevant experience in admissions, event planning, or a related field.
- Skills: Strong interpersonal, written, and verbal communication skills; project management skills; ability to work effectively with diverse groups; proficiency in using databases and student information systems.
- Relatability: Ability to connect with teenagers, parents, guidance counselors, pastors, and colleagues in all settings
- Technical Experience: An appropriate competence with Microsoft Office
- Other Requirements: Ability to travel and work irregular hours, including evenings and weekends

Desired Attributes:

- Leadership: Ability to lead and motivate a team.
- Detail-oriented: Strong attention to detail and organizational skills.
- Adaptability: Ability to adapt to changing circumstances and handle multiple tasks simultaneously.
- Customer Service: Commitment to providing excellent service to prospective students and their families.

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