



POSITION ANNOUNCEMENT

Assistant Director of Residence Life and Housing

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, live-in, *Assistant Director of Residence Life and Housing* for its Student Life department on the Mount Vernon main campus. The position reports to the Director of Residence Life and Student Accountability and is available May 26th, upon appointment of a successful candidate. 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 per University policy. An unfurnished on-campus apartment is provided, along with unlimited meals for the employee and all family members whenever the cafeteria is open during the school year.

Responsibilities for this position include:

Residence Life

- Collaborate with the Director to create and assess strategic goals for Residence Life programming, ensuring alignment with student engagement and development objectives.
- Contribute to the planning and execution of Residence Life initiatives in partnership with other staff members.
- Serve as the primary point of contact for commuter student conduct and support, providing guidance as needed.
- Oversee the summer student residential program, including RA supervision and event coordination.
- Provide ongoing leadership development opportunities for RAs to enhance their support of residents.
- Respond to student emergencies (health-related or personal crises) as part of the on-call rotation, including one weekday shift per week.
- Assist the Director in advancing Residence Life initiatives and program improvements.

Housing

- Develop and evolve policies and procedures to administer the operational facets of the University housing and dining program. This includes maintaining accurate and consistent information regarding the residence life housing program through forms and online media.
- Regularly update all contracts, applications, and other forms, as well as the University's data management solution(s) utilized to manage the University housing software.
- Serve as the main communication line between housing and facilities for maintenance concerns and projects.
- Lead annual Room Rush initiative, summer student housing processes, and new student housing assignments.
- Manage communications and turnovers in partnership with University Relations and Facilities for summer residential area usage.

Expectations for the successful candidate:

- Evangelical 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.
- Bachelor's degree required, Master's degree preferred, preferably in higher education or other related discipline
- Prefer two years of experience in higher education, preferably in residence life
- Experience with supervising committees and teams
- Ability to foster a sense of teamwork and collaboration
- Demonstrated ability to conduct disciplinary investigations, interviews, and sanctioning meetings, while balancing justice, redemption, and restoration through the lens of the Christian faith

- Capacity to work independently when required, especially in ethically complex situations
- Ability to handle complex challenges and analytical assessments, especially with fixed timelines
- Ability to deal confidentially and sensitively with subject matter requiring privacy and respect
- Experience in creation and delivery of programming designed to positively alter culture, especially in a higher education setting
- Excellence in both oral and written communication required
- Basic technology understandings of the Microsoft Office suite
- Ability to lift 25 lbs.

To be considered for this position, please email a resume to MVNU.Recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs> . 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/Recruiting
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.