



POSITION ANNOUNCEMENT
Enrollment Events Assistant

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 Enrollment Events Assistant for its Traditional Admissions office on the Mount Vernon main campus. The position reports to the Assistant Director of Admissions Events and is available immediately upon the appointment of a successful candidate. The University pay grade for this position is "B". 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, vacations, and sick days earned on an accrual basis.

Responsibilities for this position include:

- **Event Coordination:** Assists the Assistant Director of Admissions Events in organizing and managing on-campus and off-campus enrollment events, including open houses, campus tours, information sessions, and yield events.
- **Logistics Support:** Provide logistical support for events, including scheduling, registration, programming, staffing and keeping track of inventory of giveaway supplies.
- **Campus Visit Experience:** Support the campus visit experience by helping with presentations, tours, and other activities. Some events require evenings and weekends.
- **Communication:** Assist in developing and implementing communication plans to drive event attendance and engagement.
- **Data Management:** Track and analyze event attendance and enrollment data, providing reports and assessments to improve future events.
- **Administrative Tasks:** Perform administrative tasks related to event planning and execution, including maintaining records and handling correspondence by answering telephone calls and email accounts to the Enrollment Events office. Also, manage all credit cards, deposits and financial reporting for the Enrollment Events office.
- **Team Collaboration:** Work collaboratively with admissions staff, student employees, and volunteers involved in enrollment events.
- Other duties as assigned

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.
- Strong familiarity with Christian higher education preferred
- Bachelor's degree preferred, or a strong candidate with extensive office experience and event planning considered
- Outstanding interpersonal skills and the ability to effectively establish rapport with various constituents, including faculty, staff, students, and visitors

- Professional demeanor in appearance and in all communications, including excellent proofreading skills
- Excellent organizational abilities are essential; one must be detail-oriented and capable of multi-tasking
- Technical competence in Microsoft Office and experience with Excel preferred
- Ability to handle sensitive and confidential material in a professional manner
- Ability to lift 50 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/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).