



POSITION ANNOUNCEMENT
Academic Services Specialist (Education, Nursing, Social Work)

*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, **Academic Services Specialist**, for its School of Graduate and Professional Studies on the Mount Vernon main campus. This is a remote/work-from-home position. The position reports to the Senior Academic Services Specialist and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C". A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Provide academic services support for GPS faculty, staff, and students in all Education, Nursing, and Social Work programs in each of the following ways:
 - create and post program schedules based on approved start dates;
 - create sections in Ellucian/Colleague for all courses based on program schedules;
 - create academically and financial aid cross-listed sections in Ellucian/Colleague as needed;
 - input instructor assignments in Ellucian/Colleague and notify instructors of upcoming teaching assignments within required timeframe;
 - monitor student course enrollment and alert appropriate SGPS personnel of under- and over-enrolled sections;
 - alert appropriate SGPS personnel when textbook updates are required for upcoming courses;
 - maintain list of required textbooks and instructional resources for courses in each assigned program;
 - submit textbook information for upcoming courses to textbook vendor within required timeframe;
 - provide instructors with electronic access to all required textbooks for upcoming teaching assignments;
 - create Moodle sites for courses in each assigned program and enroll students and instructors;
 - create gradebooks in the Self-Service platform in advance of course start dates;
 - provide Moodle and other technical support to students and instructors as needed;
 - monitor weekly attendance and final grade submission and notify instructors when issues arise;
 - send welcome emails to new students prior to the launch of their first course;
 - provide frontline assistance to students with questions about required textbooks;
 - provide students with MVNU account information and assist with access-related issues;
 - research and provide appropriate syllabi to alumni upon request.
- Other duties as assigned.

Expectations for the successful candidate:

- Bachelor's degree required;
- Evangelical Christian statement of faith, experience, and mission fit;
- Commitment to the mission and vision of Mount Vernon Nazarene University;
- An understanding of higher education and the importance of supportive relationships with prospective and current students, as well as faculty and staff;
- Proficiency with Microsoft Office applications required, advanced proficiency preferred;
- High degree of technological skill required, proficiency with Ellucian/Colleague preferred;
- Detail-oriented and able to manage multiple projects simultaneously and within required timeframes;
- Excellent editorial, proof-reading, verbal, and written communication skills;
- Results-oriented approach and team-centered focus with a positive attitude.

To be considered for this position, please email a resume to humanresources@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
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.