



## POSITION ANNOUNCEMENT

### IGNITE Internship Supervisor

*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 part-time (20 hours a week), 9-month, **IGNITE Internship Supervisor** on the Mount Vernon main campus. The position reports primarily to the Director of the Independence and Growth Nurtured through Integrated Training and Education (IGNITE) Program. The IGNITE Program is a two-year certificate program for students with intellectual disabilities. The position is eligible for generous holidays and is available immediately upon the appointment of a successful candidate.

#### **Responsibilities for this position include:**

- Oversee the internship program for students in the IGNITE Program
- Participate in the IGNITE Admissions Committee
- Assist with prospective student visits, admissions events, or other programming related to the IGNITE Program
- Engage in a person-centered planning process with students
- Assist with the Summer Orientation preparation and implementation
- Hire, train, and supervise Internship Mentors
- Facilitate Internship Mentor scheduling
- Collaborate with partnering organizations to create meaningful internship placements
- Monitor student logs and track hours
- Manage transportation to and from internship sites
- Conduct regular check-ins and evaluations to monitor student progress
- Coordinate with professor of Employment courses
- Other duties as assigned

#### **Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience, and mission fit
- 2-4 years related experience
- Ability to deal pleasantly and effectively with the public
- Ability to prioritize and handle multiple tasks and work independently
- Proficiency in word processing, spreadsheets, and electronic mail
- Attention to detail and excellent proofreading skills required
- Dress in a professional manner
- Above average judgment skills necessary
- Ability to handle confidential information in a professional and sensitive manner
- Ability to lift 25 lbs

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