



**POSITION ANNOUNCEMENT**  
**Assistant Accreditation Coordinator**

*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 Accreditation Coordinator**, for its Education Department on the Mount Vernon main campus. The position reports to the CAEP Chair and is available immediately upon appointment of a successful candidate. The University pay grade for this position is "C". A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

**Responsibilities for this position include:**

- Assist CAEP Chair with maintaining accreditation of all educational programs
- Work with departments across the institution to develop curriculum maps aligned to appropriate OSTP, InTASC and individual SPA standards
- Attend relevant conferences and trainings as directed by the CAEP Chair, maintaining expertise in CAEP accreditation, state reporting requirements, and the broader educator preparation community
- Develop statistical reports (research, enter, and submit data) for CAEP Chair review and approval: State of Ohio, METRICS, AACTE/IPEDS, Title II, Report Card, etc.
- Coordinate TCPA and CQ assessment processes for all education programs
- Work with CAEP Chair to prepare, report, and discuss previous year's data with faculty each fall
- Serve as coordinator for Student Learning & Licensure electronic assessment system
- Organize and analyze data in the Quality Assurance System to support the CAEP Chair
- Provide program data for education program faculty as necessary
- Organize CAEP visit in conjunction with CAEP Chair
- Other duties as assigned

**Minimum qualifications:**

- 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 in education, data science, business, or related field; master's degree preferred
- Experience in educator preparation and/or higher education accreditation preferred
- Ability to handle sensitive material confidentially and professionally
- Demonstrated analytical and problem-solving skills



- Commitment to accuracy and compliance with various regulations
- Strong computer/technological skills and background including proficiency in Microsoft Office
- Experience with data tracking software preferred
- Excellent written and oral communication skills; able to present complicated data sets to a wide variety of stakeholder groups in jargon-free language
- Ability to work collaboratively with multiple constituencies to move projects forward
- Ability to lift 25 lbs

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 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.