



POSITION ANNOUNCEMENT

Assistant to the Registrar

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 to the Registrar**. This position requires a “service to others” mind set, the ability to maintain confidentiality, the ability to work as a team member and a strong commitment to the mission of MVNU and the University Registrar’s Office. This position interacts with the entire campus community, alumni and other constituents via email, telephone and in person. Accurate data entry, filing, proofreading, and organizational skills are a must. Computer experience with Microsoft Office ® products and student database information systems are essential. This position requires an adaptable person who can function efficiently in a multi-tasking environment.

The position reports to the University Registrar and is available immediately, upon appointment of a successful candidate. A full complement of benefits is 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 as Assistant to the Registrar:

Customer Service & Communication

- Promote a user-friendly, customer service-oriented office
- Serve as the initial contact person for the University Registrar’s Office
- Answer primary phone line and assist customers or direct calls
- Monitor and respond to the general office email account
- Interface with faculty and staff across campus via phone and other venues
- Handle appointments for Registrar and Assistant Registrar for Traditional Programs

Student Records & Data Management

- Maintain academic records (transcripts, files, program enrollment, holds, graduation forms, etc.)
- Assign academic advisors to students in the traditional undergraduate program
- Enter student schedules and other student data into the system
- Process course schedule changes for traditional undergraduate students
- Expediently process transcript requests for all constituents
- Process major/minor changes for traditional students
- Process diplomas
- Assist in acquiring Ellucian Colleague reports for the Registrar’s Office and other departments
- Oversee Document Imaging (scanning, indexing, filing)
- Handle official transcripts, enrollment verifications, replacement diploma orders, and miscellaneous duties for alumni of Eastern Nazarene College

- Process Internships, Directed Studies, and Independent Studies

Verifications & Compliance

- Process Degree & Enrollment verifications with employers & outside organizations
- Process Enrollment Deferments for traditional students
- Process Insurance Verifications for traditional students
- Maintain FERPA compliance and understanding of relevant laws

Events & Student Support

- Assist with summer orientations – NSO (New Student Orientation)
- Assist in Spring Commencement ceremony, including follow-up on past non-completers

Administrative Tasks

- Process office credit card statements against budget lines
- Assist in training new personnel and student workers
- Maintain work schedule and tasks for student workers
- Monitor Yearly Office Task Schedule and keep Registrar informed
- Open & distribute all office mail
- Maintain office & equipment supplies

Committee & Institutional Responsibilities

- Assist Registrar in processing, mailing, and imaging Student Academic Life Committee letters
- Assist in other duties as assigned by the University Registrar
- Serve on committees as assigned by University personnel

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.
- An associate degree is required; a bachelor's degree is preferred, along with 2–3 years of administrative work experience in higher education.
- Courteous and fun personality
- Ability to work within Microsoft Office® very efficiently
- Experience with mainframe database – preferably Ellucian Colleague
- Detail oriented – related to data entry; organizing lists; follow through on projects
- Strong initiative and one who can think critically to complete tasks
- Strong organizational skills
- Ability to manage multiple projects simultaneously in a busy office
- Ability to manage student worker(s) – hiring, scheduling work hours, and organizing projects to complete
- Excellent communication skills – written via email and letter; phone and in-person
- Understanding of and compliance with FERPA; ability to keep confidential information

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.