



POSITION ANNOUNCEMENT

Executive Director for Foundational Learning and Retention

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 is seeking a full-time, 11-month **Executive Director for Foundational Learning and Retention**, Faculty Member, beginning in the Fall semester of 2025. Rank is open. Compensation is competitive among the Council for Christian Colleges and Universities. 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, vacation, and sick days.

The Executive Director provides academic leadership for MVNU's foundational learning initiatives and institutional efforts to promote retention, access, and student success. The role integrates oversight of the Center for Student Success, General Education program, and the IGNITE Program for Students with Intellectual Disabilities. It also supports core academic pathways such as the Integrated Studies major, Undeclared student advising, onboarding-related coursework, and inclusive student services. The Executive Director chairs the University Retention Council and works closely with Academic Affairs, Enrollment, and Student Life to ensure alignment with university goals for persistence, belonging, and learning outcomes. This position reports to the **Dean of the College of Arts and Sciences** and carries a faculty appointment.

Responsibilities for this position include:

- Overseeing the administration and strategic development of Foundational Learning programs and Student Retention initiatives
- Leading the integration of core curriculum design, developmental education, and student success strategies
- Supervising personnel and programming for MVNU's Center for Student Success, including academic advising, tutoring, first-year experience, and learning accommodations
- Collaborating with faculty and staff to improve academic persistence, retention, and graduation rates
- Designing and evaluating intervention programs and support services targeted toward academically at-risk populations
- Coordinating data collection and assessment measures to inform academic policy and resource allocation
- Teaching up to 6 credit hours annually in a discipline aligned with the candidate's academic background
- Serving on University committees and engaging in faculty development, scholarship, and service

Academic Oversight

- Provide curricular oversight for **onboarding-related courses**, such as **First-Year Seminar (FYS)**, **University Success (UNV)**, and **interdisciplinary academic pathways**
- Evaluate and support course design and assessment for **CSS, ITD, and COR-coded foundational courses**
- Serve as Faculty Advisor for **Integrated Studies majors** and a cohort of **Undeclared students**; coordinate training and support for additional Undeclared faculty advisors
- Support the development and delivery of **first-generation student programming**, academic skill-building, and peer mentoring initiatives
- Collaborate with faculty teaching in foundational programs, providing instructional resources, onboarding support, and pedagogical consultation
- Promote continuous improvement in academic advising, student learning outcomes, and retention-related curriculum design

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.
- A master's degree or higher in a relevant academic field; doctorate preferred
- Demonstrated leadership in academic support, retention, general education, or accessibility program development
- Understanding of inclusive education and best practices in supporting diverse learners, including students with intellectual and developmental disabilities
- Experience coordinating multi-unit programs or academic centers
- Strong assessment, supervisory, and communication skills
- A collaborative mindset and the ability to work across divisional lines in support of mission-aligned outcomes

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the university actively encourages applications from members of all ethnic groups underrepresented in higher education. Applications will be accepted until the position is filled; however, early application is strongly advised. Interested candidates should send an application letter, curriculum vita, unofficial college transcripts, evidence of teaching competence, names and contact information for three references, a one- to two- page statement of educational philosophy, and a one- to two-page statement of faith. Applicants are encouraged to submit application materials via email as Microsoft Word, .pdf file attachments, or as hard copies to:

Academic Affairs
Mount Vernon Nazarene University
800 Martinsburg Road
Mount Vernon, OH 43050
Email: academic.affairs@mvnu.edu

Prior to a final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification

and criminal background check. 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)