



## **POSITION ANNOUNCEMENT**

### **Teacher Education Placement 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, 10-month, **Teacher Education Placement Coordinator**, for its Education Department within the Jetter School of Professional Studies on the Mount Vernon main campus. The position is available August 1, 2025. The University pay grade for this position is "C". 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, and vacation and sick days.

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

- Arrange all field experience and student teaching placements with partner PK-12 schools
- Collaborate with department faculty to determine appropriate placement sites
- Manage all PK-12 school and district partnership agreements and mentor teacher agreements
- Organize and distribute paperwork and course documents for all field experience courses and student teaching internships
- Distribute, collect, and organize survey data for various stakeholders associated with the field experience program
- Provide support for University Supervisors working with field candidates and student teachers
- Manage payment process for adjunct University Supervisors and PK-12 districts hosting field experience candidates and student teachers
- Update and maintain all documents related to field experiences and student teaching
- Monitor submission of field experience and student teaching course documents
- Assist in determining candidate eligibility for field experiences and student teaching
- Enter data in multiple systems
- Assist the Education Department with accreditation efforts
- Other duties as assigned

#### **Minimum Qualifications:**

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree preferred
- Ability to work pleasantly, positively, and effectively with the students, faculty, parents, PK-12 district personnel, and other stakeholders

- 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
- Ability to handle confidential information in a professional and sensitive manner
- Ability to work collaboratively with a variety of departments, faculty, and staff

**Preferred Qualifications:**

- Experience working with traditional college students and/or adult online learners
- Experience with data entry and analysis
- Experience supervising other staff, graduate students, or student workers

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <https://mvnu.edu/employment-opportunities/employment-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

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).