



**POSITION ANNOUNCEMENT
CAPS Academic Advisor**

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, 37.5 hours a week, 12-month, CAPS Academic Advisor for the College of Adult and Professional Studies programs. The University pay grade for this position is "B". This is a remote position. The position reports to the Associate Registrar for the College of Adult and Professional Studies and is available immediately, upon appointment of a successful candidate. 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 earned on an accrual basis.

Responsibilities for this position include:

- Act as a liaison for students, helping to resolve issues, concerns, or to connect them with the right people to address their needs;
- Review academic plans with students, and assist with goal identification and academic planning;
- Evaluate incoming transcripts, enter transfer courses and other credit, and register students for courses in select CAPS programs;
- Work with both CAPS Enrollment and Student Financial Services personnel to facilitate new student entry into CAPS programs and ensure that students are scheduled appropriately into required courses;
- Drop and add courses for students enrolled in CAPS programs;
- Advise students enrolled in CAPS programs toward degree completion;
- Effectively communicate with students via email and phone;
- Maintain accurate electronic and written student records;
- Participate in continuous process improvement initiatives;
- Process enrollment verifications and grade reports for CAPS students as needed;
- Assist with additional registration activities as needed;
- Other duties as assigned.

Expectations for the successful candidate:

- Commitment to the mission and vision of Mount Vernon Nazarene University;
- High School degree required. Associate degree and 2-3 years of administrative work experience preferred;
- Ability to work efficiently within Microsoft Office;
- Experience with mainframe database (preferably Ellucian Colleague);
- Results-oriented approach with the ability to manage multiple projects simultaneously;
- Ability to work in a fast-paced, high-demand environment;
- Detail-oriented with sound organizational skills;
- Excellent verbal and written communication skills.

To be considered for this position, please email a resume to 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

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).