



POSITION ANNOUNCEMENT Applications Specialist

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, **Applications Specialist** for its office of College of Adult and Professional Studies (CAPS). This position is a remote/work-from-home position with occasional on-campus requirements. The position reports to the Admissions Applications Manager and is available immediately, upon appointment of a successful candidate. A full complement of benefits are 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 for this position include:

- Process and manage application files for students seeking admission to non-traditional programs, including new students, readmissions, and guest students;
- Receive and enter transcript information sent to MVNU by prospective students;
- Work with the enrollment team and broader CAPS team members to help students complete application files to be reviewed;
- Manage the review/evaluation process of completed application files in the CRM and release admissions decisions to students;
- Work closely with the offices of the Registrar, Financial Aid, and Student Accounts to provide quality service to students during the admission process;
- Supply information for web content and marketing materials related to application materials;
- Providing weekly applications reports to the Executive Director of CAPS Enrollment and other identified MVNU leadership;
- Update student information in the CRM system (Technolutions Slate) or SIS (Ellucian Colleague);
- Management of office procedure manual;
- Maintain data integrity across platforms and facilitate the archiving of student files in digital storage space (Feith);
- Providing excellent customer service to prospective students directly and indirectly through work with the rest of the Admissions Team;
- Complete Financial Aid checks using the NSLDS (National Student Loan Data System) for all CAPS applicants;
- Complete Student Account Clearance checks for CAPS students who apply for re-enrollment;
- Support International Executive Studies (IES) and LifePath programs when needed.
- Other duties as assigned.

Expectations for the successful candidate:

- High school diploma required, Bachelor's degree preferred;
- Organized and able to work independently;
- Proficiency in Microsoft Office (Outlook, Word, Excel, etc.);
- Experience with large databases (CRM, preferred);
- Comfortable with technology in a working environment;
- Excellent verbal and written communication skills;
- High level of personal integrity and professionalism;
- Ability to maintain confidentiality;
- University-related work experience (preferred);
- Evangelical Christian confession of faith and commitment to the mission of MVNU

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 mailed to:

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.