



POSITION ANNOUNCEMENT
Enrollment Events Planner

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, Enrollment Events Planner for its College of Arts and Sciences (CAS) Admissions office on the Mount Vernon main campus. The position reports to the Assistant Director of Enrollment and is available June 1, 2026 or 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.

Responsibilities for this position include:

- Assist in the planning, coordination, and implementation of a comprehensive annual schedule of admissions and enrollment-related events, including academic preview days, open houses, specialized visit days, yield events, and signature campus programs.
- Coordinate logistics for all admissions events, including space reservations, catering, technology, signage, scheduling, transportation, and vendor coordination.
- Participate in event-day operations, including registration, guest services, troubleshooting, and post-event wrap-up.
- Manage shared Enrollment Events email accounts (Admissions Events, Sonfest, etc.), ensuring timely, professional, and hospitable communication with prospective students, families, churches, schools, and campus partners.
- Answer incoming telephone calls and inquiries for the Enrollment Events Office and assist in the Welcome Center as needed.
- Collaborate with admissions staff and campus stakeholders to ensure consistent messaging and accurate event information.
- Utilize admissions CRM and event management systems (e.g., Slate or similar platforms) to support event registration, attendance tracking, communication workflows, and post-event reporting.
- Provide day-to-day oversight, scheduling, and training for student workers and the graduate assistant within the Enrollment Events Office.
- Model professionalism and customer service excellence while mentoring student staff in hospitality, teamwork, and mission alignment.
- Maintain event supplies, printed materials, and branded giveaways, including ordering, organizing, tracking inventory levels, and preparing materials for events.
- Manage procurement cards, deposits, invoices, expense tracking, and financial reporting for the Enrollment Events Office.
- Ensure compliance with university financial policies and maintain accurate records for audits and reporting.
- Perform other duties as assigned in support of Enrollment Management and institutional priorities.

Expectations for the successful candidate:

- Evangelical Christian confession of faith and demonstrated alignment with the mission and values of Mount Vernon Nazarene University.
- Strong familiarity with or experience in Christian higher education preferred.
- Bachelor's degree required; candidates with substantial relevant office, hospitality, or event planning experience will be considered.
- Work schedule varies and includes some evening and weekend commitments based on event needs.
- Outstanding interpersonal and communication skills with the ability to build rapport with faculty, staff, students, alumni, prospective families, clergy, and community partners.
- Professional demeanor in appearance and communication, with strong attention to detail and excellent proofreading skills.
- Exceptional organizational and time-management abilities; ability to manage multiple priorities in a fast-paced, deadline-driven environment.
- Technical proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint); experience with Slate and event management platforms preferred.
- Ability to handle confidential and sensitive information with discretion and integrity.
- Ability to lift up to 50 pounds and assist with physical event setup and teardown as needed.

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

Mount Vernon Nazarene University
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. MVNU is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin, marital status, military service, and/or disability. Members of under-represented groups are encouraged to apply.