



POSITION ANNOUNCEMENT

International Executive Studies Program Student Accounts Assistant

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. We provide the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. We challenge faculty, staff, and students 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, International Executive Studies Program Student Accounts Assistant for its International Executive Studies office on the Mount Vernon main campus. The position reports to the Director of Operations and Special Projects and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, vacation, and sick days.

Responsibilities for this position include:

- Lead financial clearance process for the International Executive Studies program
- Customer service via telephone, in-person, and email
- Processing payments from and request refund checks for students, parents, employers, and third parties
- Be available for some evening/weekend hours for IES residencies which happen a few times throughout the year
- Assist international students with steps for financial clearance as necessary.
- Manage annual payment plan renewal for international students.
- Monitor monthly payment status for international students.
- Posting payments and working with Transact, MVNU's external payment plan
- Creating invoices for non-traditional students
- Sending monthly statements to students
- Reviewing account balances and holds daily for enrollment and transcript clearance
- Performing other duties as assigned by leadership

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High School Graduate: Associate degree from a recognized, regionally accredited institution preferred
- Proficiency in Microsoft Office required; administrative database experience preferred
- Ability to maintain confidentiality
- Excellent verbal and written communication skills with a demonstrated attention to detail and commitment to accuracy
- Accounting experience preferred (proficiency in mathematical calculations required)
- Demonstrated organizational skills and attention to detail, with a high level of personal integrity and professionalism
- Ability to lift 25 lbs

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/application>. 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. 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).