



## POSITION ANNOUNCEMENT

### Student Success Coach & Retention 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 (37.5 hours per week), 10-month ***Student Success Coach & Retention Specialist*** for its Center for Student Success (CSS) on the Mount Vernon main campus. The position reports to the Director of Student Success and Accessibility Services, starting July 1, 2026. Key duties include providing support to a cohort of students, collaborating on CSS initiatives and events, and working with the wider Student Development team to coordinate and track retention efforts. A full complement of benefits is provided, including a health care plan, retirement contributions, and tuition assistance, subject to associated waiting periods. The candidate will also receive generous holidays, vacation, and sick time earned on an accrual basis.

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

- Implements student success best practices as promoted by professional and accredited certifying organizations; adheres to standard procedures for outcomes evidence; collects and reports all necessary data
- Supports a student cohort of first-year students and returning students
- Builds strong relationships with students and partnerships with faculty and staff to promote a culture of success and persistence
- Serves as a CSS student success coach by assessing student opportunities to excel and barriers to academic success, collaborating on a success plan, and following up with students as plans are put into action

- Serves as a point of connection for conditionally admitted or previously academically suspended students as they persist at MVNU
- Maintains detailed records of student meetings, emails, missed meetings, etc.
- Designs and presents student success workshops based upon research of best practices and evidence-based strategies on proactive intervention and student success
- Assists with the planning and implementation of the summer Nease Institute and semester Nease events, including responsibilities such as registration assistance, student and parent communications, purchasing and preparing Nease materials, student success presentations, organization of and attendance at Nease events
- Conducts withdrawal/leave of absence meetings with students
- Collaborates with CSS staff to provide support to the MVNU Test Center, including proctoring exams for students qualifying for exam accommodations, and proctoring Pearson VUE exams in a one-evening-a-week rotating schedule
- Supports and collaborates on CSS and Student Development retention efforts
- Other duties as assigned

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree strongly preferred
- Prior work experience (paid or volunteer) in student academic enrichment such as tutoring, peer supplemental instruction, academic peer mentoring, or students with accommodations
- Previous success and passion for working with at-risk or struggling students and high achievers
- Excellent oral and written communication skills
- Strong collaboration skills with a variety of populations (students, faculty, staff, and parents)
- Ability to maintain the highest standards of confidentiality
- Technology proficiency with Microsoft Office and a quick learner for new technologies
- Ability to thrive in a fast-paced environment
- Self-motivated, very organized, positive, and a team player
- A calling to work with college students in the higher education environment
- Desire to continually learn new things
- Personal experience as a first-generation or at-risk college student preferred
- Ability to lift 25 pounds

To be considered for this position, please email a resume to [mvnu.recruiting@mvnu.edu](mailto: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:

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 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.