



POSITION ANNOUNCEMENT

Director of Enrollment Systems and Reporting

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, Director of Enrollment Systems and Reporting for its Enrollment Systems team. The Director is responsible for the management of prospective student application files and data related to the process of enrolling new students into all programs at the University. The position reports to the Vice President of University Marketing & CAPS Enrollment 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 holiday, vacation, and sick days.

Responsibilities for this position include:

- Manage the Slate CRM and CRM team, including the training and development of a student CRM team.
- Hold regular meetings and training sessions related to Slate, CRM processes, and enrollment systems.
- Execute “big picture” changes and implement new procedures related to enrollment systems.
- Assist with the technical side of special projects as needed.
- Assist the Vice President with vendors regarding data management and reporting.
- Help develop usable reports that the enrollment management team can utilize to shape strategies and action plans.
- Provide support and reports to vendors and campus partners.
- Oversee and manage the Data/Apps team.
- Hold regular meetings and training sessions for the Data/Apps team.
- Execute “big picture” changes and new procedures related to data and applications management.
- Assist with the hiring of new Data/Apps employees.
- Support the technical side of special projects as needed, with this responsibility becoming more limited as support staff and student workers are developed.
- Use MVNU’s project management system, JIRA, to respond to issues in a timely manner.
- Track the progress of new projects and communicate with customers through the project management system.

- Delegate work to other staff and student workers as appropriate.
- Assist with annual Admissions recruitment events throughout the year.
- Assist with IES residencies throughout the year.
- Assist the Vice President with special projects as needed, including Athletic Recruitment Days, New Student Orientation, and other enrollment-related initiatives.
- Perform other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required; master's degree preferred
- Organized, highly detailed, and able to work independently
- Proficient in Microsoft Office (Outlook, Word, Excel, etc.)
- Experience with large databases/CRM programs required, SLATE 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
- 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).