



**POSITION ANNOUNCEMENT**  
**Human Resource and Title IX 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), Human Resource and Title IX Specialist for the Human Resources department on the Mount Vernon main campus. The position reports to the Director of Human Resources starting July 1, 2026. Key duties include assisting with the management of the employee recruiting and hiring processes, updating HR and Title IX employee portals, providing coordination of the university's compliance with Title IX and other related discrimination laws. The specialist will serve as the university's primary administrator for Title IX cases for students, faculty, and staff; plus, will drive training initiatives for Title IX compliance for MVNU. 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:**

- Implement recruiting strategies to meet current or anticipated staffing needs.
- Assist departments in developing and advertising job postings, along with distributing applications/ candidate materials that are submitted.
- Update HR portal and supplemental recruiting/advertising sites.
- Provide management with information on training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources system software.
- Promotes an institutional environment free from gender bias and sexual harassment.

- Develops, maintains, and stays current on Title IX, EEOC, and ADA policies, procedures, and implementing regulations.
- Receives all Title IX complaints and process beginning stages of responses and/or investigation within 24 hours.
- Trains multiple Title IX investigators across various departments to ensure that a diverse team of well-equipped investigators are prepared to receive and conduct investigations.
- Presents Title IX training annually for various groups across campus as needed.
- Other duties as assigned

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree required, Master's preferred
- Prior work experience in Human Resources or Title IX
- HR, SHRM, and Title IX Investigator certification preferred
- Excellent oral and written communication skills
- Strong collaboration skills with a variety of populations (students, faculty, administration, and staff)
- Ability to maintain the highest standards of confidentiality
- Technology proficiency with Microsoft Office suite and a quick learner for new technologies
- Ability to thrive in a fast-paced environment
- Self-motivated, very organized, positive, and a team player

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 Rd.  
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.