



POSITION ANNOUNCEMENT

Applications Technician

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, *Applications Technician* for its Information Technology Services (ITS) office on the Mount Vernon main campus. The position reports to the Assistant Director for Enterprise Systems and is available immediately, 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. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for the position include:

- Provide support for ITS systems, including
 - CROA reporting and Business Objects
 - Colleague ERP
 - User Account creation and management
- Support University administrative offices with data reporting and analysis needs
- Work alongside users to gather and interpret reporting requirements
- Train users on the use of reporting software
- Collaborate with the Enterprise Systems programming team on data integration tasks
- Assist in support of other Enterprise systems as needed
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith and mission fit
- Bachelor's degree required; degree in Computer Science or IT-related field preferred
- Experience with report-writing tools required
- Experience in college/university environment preferred
- Experience with a relational database preferred
- Experience with SAP Business Objects and Colleague ERP preferred
- Ability to maintain confidential information essential
- Ability to manage multiple priorities, maintain detail, and meet deadlines
- Ability to work independently yet recognize when to seek assistance
- Excellent interpersonal skills and team spirit
- Professional demeanor in appearance and in all communications
- Excellent verbal and written communication skills, including proofreading, correspondence, and reporting
- Proficiency with Microsoft Office products with an emphasis on Excel

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>. 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.