



POSITION ANNOUNCEMENT
CAPS Education Program Coordinator

*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. With over 2,200 students 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, **CAPS Education Program Coordinator** on the Mount Vernon main campus. The position reports to CAPS Education Program Director 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.

Responsibilities for this position include:

- Run transcript audits and submit acceptance decisions for CAPS Education programs
- Submit graduate transfer credit to the registrar's office for incoming candidates who have taken equivalent graduate coursework.
- Coordinate course substitution credit petitions.
- Build schedules and licensure course schedules for candidates
- Conduct initial advising meetings with all incoming candidates
- Monitor progress through GATES for all candidates and communicate requirements and due dates.
- Update grades on all checklists and send updated checklists to candidates periodically
- Enter program status, GATES admission dates, OAE scores, and license issue date into XTED on Colleague for all candidates
- Run licensure audits and review license applications.
- Build CAPS Master Calendar
- Respond to candidate emails
- Maintain candidate electronic files in SharePoint
- Communicate with CAPS instructors about student concerns and any course roster changes.
- Other duties as assigned.

Expectations of a successful candidate:

- Evangelical Christian confession of faith and experience.
- Bachelor's Degree required
- Ability to establish and maintain effective work relationships with students, faculty, and staff.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Clear and concise interpersonal communication
- Ability to use a personal computer, the internet, Microsoft Office (Word, Excel, Outlook), and other office equipment.
- Ability to confidentially handle sensitive inquiries and contacts with institutional leadership as well as students.
- Ability to motivate and inspire students with an energetic and positive attitude.
- Teaching and/or supervising students in elementary, secondary and/or higher education preferred.

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.