



POSITION ANNOUNCEMENT

Campus Visit and Welcome Center Manager

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 is seeking a full-time, 12-month Campus Visit and Welcome Center Manager to join the Admissions Office on its Mount Vernon main campus. This position plays a key role in shaping the first impression of the university for prospective students, families, and guests. The Manager is responsible for planning, coordinating, and executing campus visit programs, as well as overseeing the daily operations of the Welcome Center. The goal is to provide a welcoming, informative, and engaging experience that reflects the university's values and supports student recruitment efforts.

Responsibilities as Campus Visit and Welcome Center Manager:

- Plan and manage all campus visit programs, including daily tours and special events.
- Supervise & train large student worker staff and volunteers
- Oversee the Welcome Center's daily operations and ensure a friendly, helpful environment.
- Work closely with faculty to organize class visits, lab tours, and one-on-one meetings that enhance the prospective student experience.
- Work with Admissions, Marketing, and other departments to support recruitment goals.
- Use visitor feedback and data to improve services and programs.
- Manage scheduling systems and communication with guests.
- Serve as a primary point of contact for prospective students and families by answering calls on the Admissions phone lines, responding to text messages, and managing the campus visit email inbox and scheduling calendar.
- Provide support for special events sponsored by the Admissions office
- Assist in other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit.
- Personal commitment to Jesus Christ
- Understanding and alignment of the heritage, doctrine, and practices of the Church of the Nazarene
- Bachelor's degree required
- 3–5 years of experience in areas such as public relations, event planning, or hospitality
- Strong leadership and customer service skills
- Excellent communication and organization
- Familiarity with social media strategy and content creation
- Comfortable using CRM systems, scheduling tools, and Microsoft Office
- Ability to lift small to medium mailing packages (up to 30 pounds)
- Results-oriented approach and team focus with a positive attitude
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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 faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources/Recruiting
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.