



POSITION ANNOUNCEMENT
CAPS Academic Advisor

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 a week, 12-month, CAPS Academic Advisor for the College of Adult and Professional Studies programs. This is a remote position requiring several days on campus per year for training and event support. A more hybrid option is possible if preferred. The position reports to the Associate Registrar for the College of Adult and Professional Studies 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 holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Act as a liaison for students, helping to resolve issues, concerns, or to connect them with the right people to address their needs.
- Extensive use of CRM and Student Information System software.
- Evaluate incoming transcripts, enter and equate transfer courses into the SIS, and register students for courses in select CAPS programs.
- Work with both CAPS Enrollment and Student Financial Services personnel to facilitate new student entry into CAPS programs.
- Advise and process students through all phases of enrollment: schedule changes, program withdrawals and degree completion.
- Effectively communicate with students via email and phone.
- Maintain accurate electronic and written student records.
- Participate in continuous process improvement initiatives.
- Process enrollment verifications and grade reports for CAPS students as needed.
- Participate in commencement activities.
- Assist with additional registration activities as assigned.
- Other duties as assigned.

Expectations for the successful candidate:

- Commitment to the mission and vision of Mount Vernon Nazarene University.
- High School degree required. Associate degree and 2-3 years of administrative work experience preferred.
- Ability to work in a remote team environment with limited direct supervision.
- Ability to work efficiently within Microsoft Office.
- Experience with mainframe database (preferably Ellucian Colleague);
- Results-oriented approach with the ability to manage multiple projects simultaneously.
- Ability to work in a fast-paced, high-demand environment.
- Detail-oriented with sound organizational skills.
- Excellent verbal and written communication skills.

To be considered for this position, please email a resume to mvnu.humanresources@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

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).