



POSITION ANNOUNCEMENT
Administrative Assistant to the VP for Enrollment Management

*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 *Administrative Assistant to the VP for Enrollment Management* for its Admissions and Traditional Enrollment Management departments on the Mount Vernon main campus. The position reports to the VP for Enrollment Management (traditional undergraduate programs) and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C". 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:

The Admissions Office Assistant is responsible for supporting daily operations and office coordination, as a member of the Admissions Office support staff.

- Serve as the primary telephone receptionist for the Admissions Office, Admissions Information Line, Director of Admissions and Vice President of Enrollment Management
- Provide support to the Vice President, Director of Admissions and Admissions Office for communications, projects, general office support, administrative duties, taking meeting minutes, and scheduling and master calendars
- Facilitate financial paperwork for invoices, purchase requisitions, and other internal expenses for Admissions
- Manage professional membership subscriptions for all professional and recruitment staff
- Organize and maintain the work room and the entire office space; order/maintain supplies/materials
- Plan annual admissions professional development retreat, admissions youth leader meetings, and other admissions-sponsored special events as needed
- Prepare Fall and Spring reports to the Board of Trustees
- Prepare all enrollment management reports for MVNU's Office of Institutional Effectiveness, industry surveys and annual association reports
- Coordinate the Honors and Presidential Scholarship application processes
- Plan and prepare for office training events, gatherings, admissions counselor meetings, and staff meetings
- Manage the student worker and full-time employee hiring process and training schedule
- Manage the bi-weekly time card approval, work scheduling, and university payroll process for all admissions student workers
- Manage and maintain all travel inventory (including automobiles) for recruitment staff
- Manage monthly credit card and mileage reporting process
- Process college fair registrations
- Manage the scheduling and reimbursement process for Student Travel Ambassadors and the reimbursement for the Music and Ministry team
- Manage Nazarene District Recruiter payroll, reporting, and communication duties
- Manage, train, and coordinate volunteer alumni college fair representatives
- Cross-train in other office functions; including data entry, campus visit scheduling, and application processing
- Assist with enrollment unit events, which may require some weekend hours
- Assist with reporting and surveys
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience
- Commitment to the mission and vision of Mount Vernon Nazarene University
- An understanding of higher education and the interpersonal needs associated with prospective students and parents throughout the enrollment process is preferred

- Associate's or Bachelor's degree preferred
- Proficiency with Microsoft Office products
- Detail-oriented and ability to manage multiple projects simultaneously
- Willingness to work long periods at a computer station
- Ability to lift small to medium sized mailing packages, up to 50 pounds
- Results-oriented approach and team focus with a positive attitude
- Experience with database or SIS preferred

To be considered for this position, please email a resume to humanresources@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
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check and motor vehicle 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.