



POSITION ANNOUNCEMENT

Applications Specialist

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 Specialist for its Traditional Admissions office. As a member of the Admissions office support staff, the Applications Specialist is responsible for the management of prospective student application files and data related to the process of enrolling new students into traditional undergraduate program at the University. The position reports to the Assistant Director of Admissions Systems and Reporting and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "B". 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:

- Process and manage application files for students seeking admission to traditional programs, including incoming freshmen, transfers, readmissions, and guest students
- Receive and enter transcript information for prospective students
- Open and handle mail for the Applications office
- Process deposits, letters of acceptance, and cancellations
- Work with the Admissions Senior Staff and Counselors for acceptance decisions and file completion toward enrollment at the University
- Manage the review/evaluation process of completed application files in the CRM and release admission decisions to students
- Provide weekly application reports to the Admissions Senior Staff and other identified MVNU leadership
- Provide monthly report data to NACCAP
- Provide quarterly census data to OPCAD
- Preparing files and assisting the chair with agenda items for monthly Admissions Committee meetings
- Training and prioritizing the work flow for multiple student workers

- Serving with other Admissions professionals in various student recruitment efforts, such as on-campus events, campus visits, New Student Orientation, and Welcome Week
- Contribute to the development of effective policies and procedures for achieving student enrollment goals
- Collaborate with the offices of the Registrar, Student Financial Services, and related personnel to provide quality service to students and families during the admission process
- Cross training to allow for back up and assistance as needed in other Admissions Support Staff positions
- Influencing prospective student decisions positively toward enrollment at MVNU
- Perform other duties as assigned by Admissions Senior Staff

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High school diploma required; bachelor's degree preferred
- Organized and able to work independently
- Proficient in Microsoft Office (Outlook, Word, Excel, etc.)
- Experience with large databases/CRM programs preferred
- Comfortable with technology in a working environment
- Excellent verbal and written communication skills
- High level of personal integrity and professionalism
- Ability to maintain confidentiality
- University related work experience preferred
- Ability to lift 25 lbs

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