



POSITION ANNOUNCEMENT

Campus Ministries Office 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. 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 10-month, 35 hrs/week, *Campus Ministries Office Coordinator* for the Mount Vernon main campus. The position reports to the Campus Pastor 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 vacation, holiday and personal days earned on an accrual basis.

Responsibilities for this position include (but are not limited to):

- Create a warm, welcoming office environment
- Run the iAttended App to track Spiritual Formation Credits
- Maintain an updated calendar for the student body with current Spiritual Formation opportunities
- Collect and manage the data for all Mentorship, Petitions, and Spiritual Formation Plans
- Assist students in creating a plan to make sure that they obtain all required credits, and offering any clarifying information to them
- Assess all fines accrued for missing spiritual formation credits, communicate fines to students, and submit fines to student accounts
- Communicate with all students under Spiritual Formation probation each semester
- Create and distribute weekly campus-wide newsletter
- Create content for and manage the Campus Ministries present on various social media platforms
- Create promotional materials for events such as posters
- Assist in the hosting of Chapel Speakers including creation of speaker packets, and travel arrangements
- Assist Pastor Stephanie with calendar management, service preparations, etc.
- Assist the Campus Ministries team with logistics for their various areas (i.e. room reservations, motor pool requests, etc.
- Assist with LEAD week preparations
- Manage and assist with Library check out systems for both the Justice project Library and the Life Group Library
- Assist with scheduling and training student workers
- Credit card check out, receipt tracking and balancing monthly statements

- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's Degree preferred or significant relevant experience
- Demonstrated personal initiative
- Excellent interpersonal skills and demonstrated team spirit
- Ability to learn new software
- Professional demeanor in appearance and in all communications
- Highly organized; ability to prioritize and manage multiple projects simultaneously
- Excellent verbal and written communication skills, including proofreading, correspondence and report generation
- Proficiency in Microsoft Office
- Demonstrated confidentiality
- Commitment to continuous process improvement
- Available to work 8:00 a.m. to 3:00 p.m. (not including lunch hour) and occasional hours for promotional, educational, and training events
- 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 mailed to:

Human Resources
Mount Vernon Nazarene University
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.