



## POSITION ANNOUNCEMENT

### Director of Campus Life

*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, **Director of Campus Life** for its Student Life Office on the Mount Vernon main campus. The Director of Campus Life serves to support and enact the mission of the Student Life Division by training and mentoring student leaders, engaging the student body to understand and respond to student needs, and seeking to develop a premiere, holistic student experience. The Director serves as the primary leader and mentor for the Student Government Association members, provides oversight for all student-sponsored campus events, and assists the Vice President for Student Life with any projects and initiatives. The position reports to the VP for Student Life and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (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:**

##### Daily Responsibilities:

- Serve as the advisor for the Student Government Association
- Train and mentor SGA student leaders
- Attend, provide oversight, and contribute to all SGA meetings and events
- Manage class councils, which includes the recruitment and training of faculty and staff to serve as class council advisors
- Lead the Student Life Office's contribution to major campus events including, but not limited to New Student Orientation, Move-in Day, New Student Institute, Welcome Week, Sonfest, Homecoming, etc.
- Manage and oversee the Intramural Athletics Program
- Manage and oversee The REC (Recreational Equipment Checkout) student staff, inventory, and processes
- Develop and manage programming designed to serve the commuter student population
- Oversee club and organization processes, officers, and faculty advisors
- Serve as chairperson for the University Calendar Committee
- Serve as a primary contact to assist students experiencing issues and/or difficulties that may lead to thoughts of withdrawing.
- Supervise the game room in Hyson Student center
- Supervise the development of New Student Orientation

- Promote a well-rounded activity program for all members of the student body based on a holistic approach to student development
- Establish and assess measurable student learning outcomes, program goals, and objectives to ensure recognized best practices and standards are upheld
- Develops and manages the Civic Engagement program
- Actively participate on relevant committees, including, but not limited to the Title IX and Food Service Committees
- Respond to student and parent e-mails, calls, concerns, etc

**Periodic Responsibilities:**

- Assist with emergency response and crisis management situations
- Work in collaboration with Facilities Management to implement student space renovation or other building projects
- Represent the Office of Student Life in attendance at activities in the evenings or on weekends as needed
- Serve as needed in the absence of the VP for Student Life
- Assist the VP for Student Life and the Director of Residence life in updating, editing, and maintaining the Student Handbook
- Plan the communication strategy for New Student Orientation, Move-In Day, and New Student Institute with the Marketing Department
- Updating, editing, and maintaining the Parent Handbook annually
- Assist with student accountability issues as needed
- Orchestrate and plan the Nazarene Student Leadership Conference
- Submit an annual report and prepare other reports as requested by the VP for Student Life
- Maintain professional growth and development through current research and literature, membership in professional associations, and attendance at seminars and conferences related to student life
- Other duties as assigned

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required in field relevant to the work of Student Life; Master's degree preferred
- Experience in Student Life, leadership, or higher education preferred
- Knowledge of student life policies and procedures
- Understanding of college student development
- Knowledge of leadership theory and spiritual formation and mentoring
- Familiarity with and support of the Church of the Nazarene theology and heritage
- Proficiency in Word processing and other computer software programs
- Ability to effectively communicate verbally and in writing
- Ability to multitask and manage multiple projects at once
- Ability to respond appropriately to emergency campus situations
- Ability to lift 25 lbs

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto: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.