



POSITION ANNOUNCEMENT
Director of Residence Life and Student Accountability

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 Residence Life and Student Accountability**, for the Mount Vernon main campus. The position reports to the Vice President 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 plan, and tuition assistance (for self and dependents), along with ten meals per week in the university cafeteria. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Provide general oversight for housing, residential life programming and processes, and student conduct policy and processes
- Supervise, train, and conduct bi-weekly individual meetings with Resident Directors (RDs)
- Conduct weekly RD staff meetings
- Collaborate with Academic Affairs to develop First Year Experience programming
- Develop Res Life and Student Conduct programming that supports MVNU's Educational Framework (<https://www.mvnu.edu/educationalframework>)
- Provide oversight and direction for the development and execution of MVNU's Housing Process & Procedures
- Oversight of campus-wide compliance with MVNU's Student Conduct Process; conduct an annual audit of this policy and collaborate with campus partners to make appropriate updates
- Provide oversight and training for the Disciplinary Appeals Committee
- Collaborate with the Athletic Director to ensure alignment between MVNU's and the Athletic Department's Student Conduct Policy
- Serve as Student Life's representative on MVNU's Student Wellness Group
- Chair the Move-In-Day committee and serve as leader of the Move-In-Day event
- Serve as lead of the Spring New Student Institute team
- Lead and provide oversight of the RD Hiring process
- Oversee the RDs in the RA and ARD hiring and training processes
- Lead efforts to annually review and update the Student Handbook with the other director and assistant director level positions within the Student Life Division
- Prepare the annual report to the Board of Trustees in collaboration with the Vice President for Student Life
- Serve as liaison between Student Life and the Office of Civil Rights (OCR); collaborate with OCR for any Title IX cases or appeals

- Establish a working relationship with MVNU's Facilities, Housekeeping, and Campus Safety departments
- Train student life staff on relevant portions of MVNU's Emergency Operations Procedures (EOP), in collaboration with the Campus Safety Office; review the EOP annually with the Director of Facilities

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required; Master's degree preferred, preferably in higher education or other related discipline
- Three (3) years of experience in higher education, preferably in student affairs, housing, discipline, or residence life
- Experience with supervising committees and teams
- Capacity to work independently when required, especially in ethically complex situations
- Ability to handle complex challenges and analytical assessments, especially with fixed timelines
- Ability to deal confidentially and sensitively with subject matter requiring privacy and respect
- Experience in creation and delivery of programming designed to positively alter culture, especially in a higher education setting
- Excellence in both oral and written communication required
- Basic technology understandings of the Microsoft Office suite
- Must be capable of sitting for long periods of time
- 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.