



POSITION ANNOUNCEMENT Enrollment Process Assistant

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, *Enrollment Process Assistant*, for its Admissions Department on the Mount Vernon main campus. The position reports to the Director of Dual Enrollment and Admissions Operations and 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:

- Dual Enrollment Daily Responsibilities
 - Processing and managing application files for students seeking admission to dual enrollment programs; will also assist with applications for traditional program, including incoming freshman, transfers, re-admissions and guest students
 - Working with the Director of Dual Enrollment for acceptance decisions and file completion for dual enrollment and College Credit Plus students
 - Implementing and overseeing the applicant mailing program and following up when necessary with phone calls, notes, face-to-face interaction, email, and other appropriate correspondence to dual enrollment applicants as needed
 - Provide administrative assistance to the Director of Dual Enrollment
- Data & Communication Daily Responsibilities
 - Coordinating outgoing communications for the traditional Admissions teams
 - Daily monitoring and planning outgoing emails and literature mailings in accordance to the Marketing Communications Flow
 - Mailing of giveaways to youth pastors or prospects
 - Maintain and manage all email communication using Deliver (Slate email system), maintain email statics (Delivery/Tracking reports) for email effectiveness
 - Create recipient lists (Queries) for all email communications and literature mailings
 - Manage all Admissions literature inventory
 - Including storage and movement of boxed materials between various buildings on campus
 - Supply Admissions Resource Closet (ARC) with all needed Admissions items
 - Supply Printing and Mailing with items necessary for mailings
 - Process profile data on prospective students to be used in recruiting incoming classes, including maintaining clean and updated data
 - Assist the Assistant Director of Admissions Systems & Reporting in managing daily tasks for student workers

- General Responsibilities
 - Customer service via telephone, in-person, email, and text
 - Positively influencing prospective student decisions toward enrollment at MVNU
 - Serving with other Admissions professionals in various student recruitment emphases, such as on-campus events, campus visits and new student orientation, and contributing to the development of effective policies and procedures for achieving new student enrollment goals
 - Special projects for managers in Admissions office as necessary
 - Performing other duties as assigned by the Director of Dual Enrollment, Assistant Director of Admissions Systems & Reporting, and/or Director of Admissions
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High school diploma required, Associate or Bachelor's degree preferred.
- Proficiency in Microsoft Office required, administrative database experience preferred
- Customer service experience preferred
- Ability to maintain confidentiality
- Excellent verbal and written communication skills with demonstrated attention to detail and commitment to accuracy
- Detail oriented and able to manage multiple simultaneous projects
- Results oriented approach; team-focused with a positive attitude
- Willingness to work long periods at a computer station
- Must be capable of sitting, walking or standing for long periods; frequent use of stairs; ability to lift small to medium sized mailings and boxes (up to 30 pounds).

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.