



POSITION ANNOUNCEMENT
P-12 Education Partnerships 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 full-time, 12-month, *P-12 Education Partnerships Coordinator*, for the Education Department on the Mount Vernon main campus. The position reports to the Education Department Chair 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 generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Serve as the primary Education Department liaison with P-12 schools and districts
- Initiate and strengthen district partnerships to meet school staffing needs and grow MVNU program enrollment
- Initiate and strengthen district partnerships to provide relevant professional development for practicing teachers
- Initiate and strengthen district partnerships to identify mentoring opportunities for MVNU field candidates and student teachers
- Oversee the MVNU Summer Quest program
- Facilitate the Teacher Education Advisory Council
- Partner with Department faculty to develop, plan, and host on-campus events for P-12 students
- Support departmental efforts for continued improvement of programs
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree in Education or related field preferred
- Experience teaching in the K-12 setting, strongly preferred
- Excellent written, oral, and face-to-face communication skills

- Able to manage multiple projects and collaborate with internal and external stakeholders
- Proficiency in Microsoft Office and Google Applications
- Ability to work in a fast-paced, highly demanding environment
- Demonstrated attention to detail with a commitment to accuracy
- Demonstrates effective and efficient use of University resources
- Exhibits excellent judgment in decision making within University guidelines

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.