



POSITION ANNOUNCEMENT
Student Success and Accessibilities Coach

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.

MVNU seeks a full-time (37.5 hours per week), 10-month **Student Success and Accessibilities Coach** on the Mount Vernon main campus. This position works in the Center for Student Success (CSS), reports to the Director of Student Success, 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:

- Serves as a student success coach, assessing student opportunities for and barriers to academic success, collaborating on success plans, following up as plans are implemented, and designing student success workshops and resources for the MVNU community
- Collaborates with Director of Student Success on academic alert processes to coordinate interventions, such as tutoring, academic peer mentors, supplemental instruction, counseling, accessibility services, and other University resources
- Works with Academic Enrichment Coordinator to organize and operate the Nease Institute (MVNU's summer bridge program) and associated events
- Serves as primary connection for fully admitted Nease Scholars as they persist at MVNU
- Assists Associate Director of Accessibility Services approximately 8-10 hours per week with duties such as: researching accommodations best practices, reviewing documentation and partnering with the Associate Director on appropriate accommodations, creating letters of accommodations, collaborating with faculty, meeting with students or parents, representing or presenting on behalf of Accessibility Services, providing accessibility accommodations and resources, and researching and training on ADA technology needs
- Understands and applies current laws, regulations, and legal compliance with American Disabilities Act and Rehabilitation Act
- Fulfills responsibilities of the Associate Director in their absence
- Continually learns proactive strategies and best practices for intervention and student success
- Builds strong relationships with students and strategic partnerships with faculty and staff to promote academic success and persistence
- Creatively markets student success programs and manages CSS online presence, maximizing participation and communicating information regarding program benefits to students, faculty, staff, parents, and administrators
- Maintains detailed records of student meetings, emails, missed meetings, etc.
- Other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree strongly preferred
- Personal track record of academic success
- Passion for working with at-risk or struggling students and high achievers
- Excellent oral and written communication skills
- Technology proficiency with Microsoft Office and a quick learner for new technologies
- Thrive in a fast-paced environment
- Self-motivated, very organized, positive, and a team player
- A calling to work with college students in the higher education environment
- Desire to continually learn new things
- Personal experience as a first-generation or at-risk college student preferred
- 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.