



POSITION ANNOUNCEMENT
Student Success Administrative 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 part-time (25 hrs/wk), 11-month, *Student Success Administrative Assistant*, to work in the Student Success and Retention department on the Mount Vernon main campus. The position reports to the Assistant Vice President for Student Success and Retention and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C", with a starting rate of \$13.16/hr, which may be adjusted based on qualifications and experience. The candidate will receive retirement contributions (subject to a waiting period, if applicable), generous holidays, and sick days earned on an accrual basis.

Responsibilities for this position include:

Daily responsibilities:

- Provides administrative support to the AVP for Student Success and Retention including general office administration, scheduling, meeting notes, event support, and organizing and tracking office communication
- Assists with important MVNU projects and reporting in areas such as: retention, advising, CliftonStrengths®, and student success
- Monitors, analyzes, and tracks student attendance reports; communicates with students regarding University absence policies; and provides information to the Director of Student Success about this group of students
- Coordinates Student Success and Retention budget requests for funds, purchasing supplies, and maintaining detailed records of all department spending activities
- Organizes credit card check out and receipt tracking
- Tracks department time off requests
- Collaborate and maintains department webpages and portal
- Other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor degree preferred or significant relevant experience
- Strong organization and communication skills
- Self-starter
- Ability to multi-task and prioritize workflow

- Excellent computer proficiency with Microsoft Office products required; Excel experience strongly preferred
- Experience or interest in learning new technology and software
- Demonstrated ability in collaboration and teamwork
- Positive attitude
- Maintains confidentiality and appropriately handles highly sensitive material
- 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.