



**POSITION ANNOUNCEMENT**  
**Assistant Vice President for Program Development and Innovation**

*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, *Assistant Vice President for Program Development and Innovation*, for the School of Graduate and Professional Studies (SGPS) on the Mount Vernon main campus. The position reports to the Vice President for Graduate and Professional Studies and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

**Responsibilities for this position include:**

Daily responsibilities:

- Develop and maintain a process for SGPS program development;
- Lead analyses in market research, return on investment and resource prioritization to identify programs that best advance the SGPS strategic plan;
- Manage the program development, vetting and approval process, and develop financial and budget plans for each initiative;
- Act as chief author or final reviewer of all program proposals to be presented to the Nontraditional Academic Council (NTAC);
- Work in collaboration with the office of Academic Affairs, external review authorities and accreditation bodies, to develop new programs and markets and ensure that programs are consistent with the mission, vision, and values of the University;
- Oversee all instructional design for new academic initiatives;
- Provide support to program directors of SGPS academic programs and, as requested, other nontraditional programs;
- Collaborate with the office of Institutional Effectiveness and program coordinator(s) of new programs for the establishment of program assessment plans;
- Perform all other duties as assigned by the Vice President for Graduate and Professional Studies;
- Other duties as assigned.

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit;
- Masters required;
- No less than five (5) years of experience working in higher education academic administration preferred;

- Understanding of and commitment to online learning as a robust educational delivery method;
- Knowledge of and demonstrated ability to implement data-driven operational strategies and tactics oriented toward enrollment and financial growth;
- Quantitative and qualitative research skills;
- Excellent organizational and problem-solving skills with demonstrated ability to manage multiple projects simultaneously;
- Strong writing and editing, analytical, and interpersonal communication skills;
- Capable leader of and communicator with individuals, teams, and organizations;
- Ability to work and lead virtually;
- Ability to lift 25 pounds.

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs>. 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.