



POSITION ANNOUNCEMENT

Online Enrollment Specialist

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, **Online Enrollment Specialist** for its School of Graduate and Professional Studies (GPS) Admissions Office. This is a remote/work-from-home position. The Enrollment Specialist manages the recruitment of undergraduate and graduate students in MVNU's School of Graduate and Professional Studies. A majority of the role is to work with prospective students to move them through the admissions funnel from initial inquiry to enrollment in a program as their main point of contact throughout the process. The GPS Enrollment Specialist is expected to secure strong enrollment numbers across all programs and through a variety of strategies. In addition, successful candidates must thrive while working in a fast-paced environment and assume a shared responsibility of GPS' growth.

The position reports to the Director of Admissions for GPS 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 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:

- Manage student admissions process from initial point of inquiry to registration/enrollment;
- Connect with prospective students in multiple formats including phone calls, emails, texts, appointments, etc;
- Coordinate with the Applications Office to manage all aspects of the recruiting process for specific assigned GPS programs;
- Articulate transcript evaluation review;
- Articulate financial aid estimate/award;
- Work extensively with the CRM database (Technolutions Slate) and Microsoft Office (incl. Microsoft Outlook);
- Generate leads by seeking referrals from prospective students, applicants, and current students;
- Continuously improve recruiting efficiencies consistent with metrics defined by the GPS leadership;
- Be innovative in developing new ways to increase recruitment efforts;
- Meet enrollment goals set by supervisor and leadership team;
- Assist in coverage of other Enrollment Specialist's prospective students periodically in the case of vacations, sick leave, etc;
- Other duties as assigned.

Expectations for the successful candidate:

- Bachelor's degree required;
- 3-5 years of professional work experience preferred;
- Strong customer service skills;
- Self-motivated, organized, and able to work independently;
- Experience in recruiting, admissions, and/or inside sales preferred;
- Excellent communication skills (including phone and written communication);
- Ability to multi-task;
- Evidence of being goal oriented and self-motivated with a positive attitude;
- Proficiency in Microsoft Office (Outlook, Word, Excel, etc.);
- Ability to maintain confidentiality concerning student information;
- Evangelical Christian confession of faith and commitment to the mission of MVNU

To be considered for this position, please email a resume to 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.