



POSITION ANNOUNCEMENT
Assistant Director of Admissions, Campus Visits and Events

*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 Director of Admissions, Campus Visits and Events** for its Admissions Office on the Mount Vernon main campus. The position reports to the Director of Admissions and is available immediately, upon appointment of a successful candidate. The university pay grade for this position is "D". 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:

- Implement the mission of Mount Vernon Nazarene University by: educating and supervising paraprofessional staff, managing the daily operations of the Welcome Center and Events office, and developing programs and initiatives focused on enrollment, while maintaining annual list of all campus events and group visits.
- Design, implement, and manage the events segment of the university's strategic enrollment plan, and coordinate integration and involvement of administrators, faculty, and staff campus-wide for involvement in and support of these events
- Provide primary supervision, staff development, and leadership for the Campus Visit and Event programs.
- Oversee all aspects of the campus visit and tour program to provide the highest quality experience possible, ensuring that all in and out bound communication is handled accurately, securely, and professionally.
- Manage Admissions presence in on-campus liaison and hosting events;
- Work directly with Marketing office on coordination of printed pieces and publicity, web support, social media, news releases, media spots, etc. for these events and visits
- Compile data related to the effectiveness of the enrollment events programs; lead continuous improvement initiatives based on the data.
- Promotes recruitment strategies across campus by developing relationships with individuals and offices that may play a role in admissions work and achievement of goals.
- Hire, supervise, train and equip student workers within the context of visits, events, the student ambassador program, and Music and Ministry program; offers disciplinary action as needed.
- Manage all budgets within the context of visits, events, and Sonfest.
- Plan and execute the Sonfest music festival on campus each fall.
- Communicating with local schools to increase group visit and access programs.
- Actively engage with other leaders as a member of Admission Leadership Team. Responsible for presenting agenda items and perspectives related to all visit and event programs.
- Support the Director of Admissions in other various projects, assignments and tasks.
- Conducting on-campus visit interviews with prospective students and their parents in the absence of admissions counselors
- Evaluating applicant files for the recommendation of admissions decisions in the absence of the Director of Admissions
- Occasional college fair and recruitment travel as needed
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith
- Bachelor's degree required in field relevant to the work of Admissions; Master's degree preferred. At least one year of previous Admissions or event planning experience.
- Organizational and problem solving skills and ability to multi-task (during planning, preparation, events)
- Ability to self-start, set goals and timelines, and achieve them without supervision

- Experience in management, administration, and organizational leadership. Experience working with a budget.
- Working understanding of Microsoft Office (Word, Excel, Outlook, Power Point) and Recruiter (preferred).
- Exposure to current marketing trends.
- Ability to communicate effectively and clearly with a multitude of people via email, written communication and verbal communication: parents, prospective students, college students, colleagues, University faculty/staff
- Spirit of hospitality and inclusivity.
- Ability to confidentially handle sensitive inquiries and contacts with institutional leadership as well as students.
- Ability to work nights and weekends as needed for events and enrollment activities.
- Must be capable of sitting, walking or standing for long periods of time; frequent use of stairs. Occasionally required to carry items of approximately 50 pounds.

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.