

Assistant Director of Student Services

Belhaven College, a Christian liberal arts college committed to the ministry of integrating faith and learning, is searching for the ideal candidate for Assistant Director of Student Services in our adult and graduate education programs who has a heart for serving students as well as a desire to serve Christ Jesus.

Position Overview

The Assistant Director of Student Services works with the Director of Graduate and Online Admissions to execute the overall duties associated with the Student Services activities for Graduate and Online programs. This position requires coordination with the Director of Graduate and Online Admissions and other faculty and staff to conduct student orientations, schedule courses, communicate with students, advise students on degree completion, and track student progress. In addition, this person would provide students with answers to questions concerning policies, procedures, grades, and course progress, and coordinate room assignments for classes. The Assistant Director of Student Services reports to the Director of Graduate and Online Admissions.

Qualifications

Bachelor's degree is required. Master or masters degree in progress is preferred. The successful candidate must have significant experience in student services and/or admissions. Must be willing to work evening hours at times and stay each class night until classes begin. Must have a heart for adult students, understand the integration of faith and learning, and have excellent customer service, communication, and computer skills. Online experience a plus. Applicants must fully support the College Vision, Mission, and statement of Faith found at www.belhaven.edu/belhaven/mission.htm

Application Guidelines

Send cover letter, resume, list of 3 references, and statement of personal faith to:

Virginia M. Mixon, MBA
Director of Graduate and Online Admissions
Email: jmixon@belhaven.edu