

## **Houston Campus Coordinator**

Belhaven College, a Christian liberal arts college committed to the ministry of integrating faith and learning, is searching for the ideal candidate for Coordinator of Adult and Graduate Enrollment Services at our Houston Campus who has a heart for serving students as well as a desire to serve Christ Jesus.

### **Position Overview**

The Coordinator of the Houston Campus maintains the admission, marketing and enrollment computer operations needed to support the enrollment and retention of students in a competitive marketplace. Serves as a welcoming receptionist for the office. Assigned clerical duties include data input, file management, phone calls, and managing electronic correspondence.

### **Qualifications**

High school diploma or equivalent required, bachelor's degree preferred. Willingness to work some evening and weekend hours. Must have a heart for adult students, understand the integration of faith and learning, and have excellent customer service, communication, and computer skills. Applicants must fully support the College Vision, Mission, and statement of Faith found at [www.belhaven.edu/belhaven/mission.htm](http://www.belhaven.edu/belhaven/mission.htm)

### **Application Guidelines**

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

Christine Williams  
Houston Campus Director  
Belhaven College  
[cwilliams@belhaven.edu](mailto:cwilliams@belhaven.edu)