

Assistant Director of Admission

Belhaven University, a Christian liberal arts university committed to the ministry of integrating faith and learning, is searching for the ideal candidate for Assistant Director of Admission who has a heart for serving students as well as a desire to serve Christ Jesus. This person will recruit for our two campuses in Houston, Texas.

Position Overview

The Assistant Director of Admission works with the Director of Admission to execute the overall duties associated with recruiting and admissions activities. This position requires coordination with the Director of Admission to conduct both inside and outside student recruiting activities, information sessions, and orientations. The Assistant Director of Admission guides students through the admission process and contributes ideas for marketing the Houston programs. In addition, this person provides students with answers to questions concerning the admission process and is responsible for maintaining student admission records in the database system. The Assistant Director Admission reports to the Houston Director of Admission.

Qualifications

Bachelor's degree is required. Master or masters degree in progress is preferred. The successful candidate must have significant experience in sales, higher education and/or admissions. Must be a self-starter who is willing to work evening and weekend hours at times and travel to local community events. Must have a heart for adult students, understand the integration of faith and learning, and have excellent customer service, communication, and computer skills. Our best recruiters demonstrate a strong entrepreneurial approach to their work. Applicants must fully support the University 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:

Pete Deegan
Director of Admission
Houston, Texas
pdeegan@belhaven.edu