

Assistant Director of Student Services-Dalton, GA

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 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 Admissions and Student Services to execute the overall duties associated with the Student Services activities. This position requires coordination with the Director 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. Assistance in planning and executing student events in addition to monitoring classroom equipment and overseeing the bookshare program are all duties assigned to the person in this position. The Assistant Director of Student Services reports to the Director of Admissions and Student Services.

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. Recent experience with a customer relations management system is preferred. Applicants must fully support the University Vision, Mission, and statement of Faith found at www.belhaven.edu/belhaven/mission.htm

Application Guidelines

Interested applicants may make application by submitting

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including Senior Pastor)
- 4) Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ

Please submit all application materials to:

Ed Pickel
Director of Admission and Student Services
epickel@belhaven.edu