

Curriculum Coordinator

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for *Curriculum Coordinator* who has a heart for Christ Jesus and students at the Jackson, Mississippi campus.

Responsibilities

The Curriculum Coordinator will support and assist the progress and completion of curriculum development projects for assigned departments or programs. The Coordinator is responsible for reviewing all development materials to ensure that they comply with the University's high standard of excellence. A friendly and cooperative spirit is important as interaction with faculty, staff, and developers is essential for the position.

Qualifications

Applicants must have a bachelor's degree or higher in a related field. Excellent oral and written communication skills are essential. The ability to manage multiple assignments with sensitivity to deadlines and priorities is necessary. Applicants should have advanced knowledge of most Microsoft Office programs, be detail-oriented, have excellent interpersonal skills, and have a problem-solving attitude. Applicants must be able to fully support the [University vision, mission and statement of faith](#) and contribute to the spiritual and academic fellowship of the University.

Compensation

Compensation and rank are commensurate with qualifications and experience. The University supplements major medical insurance. A 403b retirement plan is available for eligible employees to contribute pre-tax dollars with Belhaven University matching up to 8% of annual salary.

Send:

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Qualifications described above
- Vita
- 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, your current relationship with Christ and describe your personal faith in a non-creedal form. Please click on this link - http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf - to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer, you will be asked to sign accepting this commitment.

Send all materials in one email attachment to: Dr. Kenneth R. Elliott, Dean of Curriculum, at kelliott@belhaven.edu