

## Curriculum Coordinator

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

### Responsibilities

- Maintain the progress and completion of curriculum development projects
- Direct developers with the formation of academic course materials from start to finish in the Curriculum Development Course plan
- Review, format, and edit all development materials to ensure they meet university standards
- Interact with faculty, staff, and developers
- Manage multiple complex assignments with sensitivity to deadlines and priorities
- Report progress of each course development to the Dean of Curriculum
- Other duties as assigned

### 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 is commensurate with qualifications and experience. The University supplements major medical insurance.

### 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](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. Ken Elliott, Dean of Curriculum  
[kelliott@belhaven.edu](mailto:kelliott@belhaven.edu)