

BELHAVEN UNIVERSITY

O u r S t a n d a r d i s C h r i s t

STAFF POSITION

in

School of Nursing

Belhaven University, a Christian college committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Administrative Assistant to the Dean of the School of Nursing who has a heart for Christ Jesus and students at the Jackson, Mississippi campus. This is a full-time, non-exempt position.

Responsibilities

The Administrative Assistant serves as a welcoming receptionist for the Dean's office and performs clerical duties including data input, file management, phone calls, electronic correspondence, report generation, and copying materials. Duties will also include assisting the Dean of Nursing in event coordination and interaction with students, faculty, and staff. This position reports directly to the Dean of Nursing.

Qualifications

A Bachelor's degree or higher in Health Administration, Nursing, or a related healthcare discipline is preferred.

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 and contributes up to 8% of salary to a retirement fund.

Application Guidelines

The following items are required to be considered for the position: A cover letter, resume, list of 3 references, and 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 click on this link 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. Resumes will be accepted until the position is filled. Additional information about Belhaven University may be found at www.belhaven.edu.

Send to: Kim Campbell, Executive Assistant to the Provost and Vice President for Academic Affairs at kcampbell@belhaven.edu.