

Student Services Advisor Jackson - LeFleur Campus

Belhaven University, a Christian liberal arts university committed to the ministry of integrating faith and learning, is searching for the ideal candidate to serve as Student Services Advisor who has a heart for serving students as well as a desire to serve Christ Jesus. This person will serve in the adult and graduate programs at our Jackson (LeFleur) Campus.

Position Overview

The Student Services Advisor works with the Director of Student Services to conduct student orientations, schedule courses, communicate with students, advise students on degree completion, and track student progress. In addition, this position provides students with answers to questions concerning policies, procedures, grades, course progress, and coordinates room assignments for classes. This position assists in planning and executing student events such as Student Appreciation Week, Graduation, and Honors Ceremonies.

The Student Services Advisor reports to the Director of Student Services.

Qualifications

Bachelor's degree is required, master's degree preferred. The successful candidate should have significant experience in student services. Must be willing to work evening/weekend hours when necessary and stay each class night until classes begin at 6 p.m. Must have a heart for adult students, understand the integration of faith and learning, and have excellent customer service, communication, and computer skills. Experience with Ellucian Colleague software or similar database system a plus.

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.

Only applicants who submit all four required items will be considered. Materials can be submitted to:

Sandra Kelly
Director of Student Services
Belhaven University
Email: skelly@belhaven.edu