

BELHAVEN UNIVERSITY

ADMINISTRATIVE ASSISTANT TO THE DEAN OF STUDENTS

POSITION:

The Administrative Assistant to the Dean of Students is responsible for assisting in all aspects of general office administration and clerical duties. This position serves as an initial point of contact for the office through phone calls, emails, and campus visits. Additionally, this role maintains budgetary records of the area, provides oversight to the housing process, and provides professional and efficient administrative support throughout the entire Student Life area. This position reports to the Dean of Students and works in the division of Student Life.

QUALIFICATIONS:

The Administrative Assistant to the Dean of Students should have familiarity with Microsoft Office software and a willingness to learn and progress with the introduction of other technological advancements. The individual must understand and be personally and professionally committed to a Biblical world-view that integrates Christian faith with the learning environment as emphasized in the mission of Belhaven University. Candidates must fully support the vision, mission, and statement of faith at Belhaven University found at <http://www.belhaven.edu/belhaven/mission.htm>. A bachelor's degree is required along with a demonstrated ability to work with college students. Applicants who can commit to a minimum of three years of service and have previous professional experience are preferred.

COMPENSATION:

Salary is commensurate with qualifications and experience. The University supplements major medical insurance and matches employee's retirement fund contributions.

APPLICATION PROCESS:

Send:

- Cover letter;
- Resume;
- Reference list (including your pastor);
- Statement of faith;
- Statement summarizing your philosophy of residence life and student development (1 page)

To:

Mr. Greg Hawkins
Dean of Students, Belhaven University
Email: ghawkins@belhaven.edu
Phone: 601.968.5969