

# BELHAVEN UNIVERSITY

Position Title	Processing Coordinator
Department	Admission
Direct Supervisor	Manager of Admission Operations
Indirect Supervisor	Assistant Vice President of Traditional and Online Admission

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## Position Description

- Works with manager of admission operations to manage and prioritize all data entry into campus database for prospective students
- Assists in maintaining and managing admission files from the applicant to enrolled stages.
- Assists the manager of admission operations with mailouts and various other projects/tasks
- Manages the preparation of all daily mail
- Processes communication flow to undergraduate inquiries
- Manages [admission@belhaven.edu](mailto:admission@belhaven.edu) emails
- Hire, train, and manage admission workstudy staff
- Assist in registration procedures
- Maintain inventory and supplies
- Be support/relief for the receptionist when she is away from the front desk
- Develops a familiarity with the website to know where to find information when students/families need assistance
- Understands all admission processes in order to fill in as needed with visitors or when others are out of the office
- Possess a professional image and an attitude of service toward other employees as well as prospective students and families.
- Other duties as assigned

Please email Suzanne Sullivan, Assistant Vice President for Traditional and Online Admission at [ssullivan@belhaven.edu](mailto:ssullivan@belhaven.edu) the following items to apply:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Reference List (including Senior Pastor): names, addresses, phone numbers, nature of relationship
- Statement of Personal Faith and Its Incorporation in the Christian Higher Education Workplace