

# BELHAVEN UNIVERSITY

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

**Position Title**                      Admission Counselor

**Department**                      Office of Admission

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

## **Description of Position**

The admission counselor position supports the admission office and university by recruiting prospective students to the main traditional campus.

## **Responsibilities**

- Responsible for recruiting traditional students for Belhaven's main traditional campus
- Develop relationships with students, parents, guidance counselors, ministers, alumni, and other referral agents to generate inquiries and applications.
- Assist in organizing special events on and off campus.
- Facilitate prospective student visits.
- Follow up on prospect files through letters, phone calls, and other appropriate correspondence to generate applications and to keep applicants informed.
- Coordinate the application process for each student.
- Travel as needed for the college.
- Prepare and maintain appropriate records and reports for the purpose of monitoring recruitment strategies (expense reports, contact reports, high school visit reports, etc)
- Work closely with the office of financial aid to provide accurate information concerning all aspects of the financial aid process.
- Ability to use office computer system, Recruit, for daily activity.
- Build rapport with admission counselors from other institutions to be made aware of the competition and what they are offering students.
- Other duties as assigned by the director.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

## **Qualifications**

The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.

<https://www.belhaven.edu/about/mission/>

A bachelor's degree is required. The candidate must possess both verbal and organizational skills and exude an affable demeanor with the willingness to engage the public and academic communities on behalf of the University.

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- 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. Please click on this link <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.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.

Email complete application packet to [mhawkins@belhaven.edu](mailto:mhawkins@belhaven.edu).

Michael Hawkins, Director of Traditional Admission

Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).

Employment at Belhaven University is contingent upon the results of an independent background check.