

STAFF POSITION
in
Office of the Registrar

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for **Records Analyst** who has a heart for Christ Jesus and students at the main Jackson campus.

Responsibilities

Responsibilities include credit and admission assessment of student records, preparation of academic plans, advisor assignments, degree completion review for graduation applicants, articulation agreement setup, special requests review and approval, assist with student registration, file management and other duties in the registrar's office as necessary.

Qualifications

Applicant must have a bachelor's degree, should be detail-oriented and task-driven, have a working knowledge of Microsoft Office with advanced knowledge in Excel, good oral and written communication skills, ability to multi-task, and be able to function in a team environment.

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. A 403b retirement plan is available for eligible employees to contribute pre-tax dollars with Belhaven University matching up to 8% of annual salary.

Send:

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Qualifications described above
- Vita
- Describe your personal faith in a non-creedal form
- Describe how you are active currently in a local church
- Names of four references (including your local pastor) – please provide phone numbers, addresses and nature of relationship

To:

Lori Farmer
Executive Assistant to Sr. VP & Provost
Belhaven University
1500 Peachtree Street, Campus Box 164
Jackson, MS 39202
Email: lfarmer@belhaven.edu