STAFF POSITION
in
Director of Academic Enhancement

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Director of Academic Enhancement who has a heart for Christ Jesus and students at the Jackson, Mississippi campus.

Responsibilities

Responsibilities include coordinating the institutional assessment processes for multiple campuses (including the online campus). Ensuring vertical integration of mission, strategic plan, divisional unit objectives and departmental goals and strategies, including learning outcomes for programs and students. Demonstrating winsome skills in holding all staff and academic administrators accountable for providing timely and accurate information. Instructing staff and faculty about learning and other outcomes will ensure a smooth operation of institutional assessment. Assist in the overall compliance with SACSCOC and non-SACS regulatory agencies, including, national accreditations and state licensures. Assist in other academic endeavors including support of online curriculum development and learning management system adoption. Coordinating software-based faculty credentialing process to ensure that all faculty have credentials documented for the courses they teach.

Qualifications

At least a master degree is required, preferably in education or an education-related field. An analytical mind is needed who enjoys research and assessment and can contribute to the improvement of the campus efforts in these functions. Superior technology skills and the ability to adapt quickly. Attention to detail and proficiency in office technology as well as the ability to prioritize multiple simultaneous projects with tight timelines are essential. Excellent communication skills are a must.

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
- Three to four paragraph statement of how you would integrate the Biblical worldview into all instructional content
- 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
- List any licenses or certifications

To:

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