

## ADA Video Caption Coordinator

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

### Responsibilities

The ADA Video Caption Coordinator is responsible for the transcription of media content for ADA compliance. The coordinator will create, proofread and insert captions for various media utilizing the University's LMS (Learning Management System). This position will also work with the Director of Digital Production and Instructional Design to catalogue video content on the University's LMS. This position may be eligible to work remotely.

### Qualifications

- Some college, (Bachelor's degree in related field preferred)
- Strong keyboarding skills
- Comfortable working with different technologies
- Extremely detail-oriented and organized
- Excellent writing, proofreading and communication skills
- Familiarity with online content management systems (preferred)
- Strong knowledge and comfort level with both Windows and Mac OS
- Ability to work with minimal supervision

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 is commensurate with qualifications and experience. The University supplements major medical insurance.

### 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
- 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, your current relationship with Christ and describe your personal faith in a non-creedal form. Please click on this link - [http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.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.

**Send all materials in one email attachment to:** Spencer Smith, Director of Instructional Design and Digital Production at [spesmith@belhaven.edu](mailto:spesmith@belhaven.edu)