

BELHAVEN UNIVERSITY

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

PART-TIME STAFF POSITION

In Registrar's Office

Belhaven University, a Christian institution committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Academic Records Specialist at the Jackson, Mississippi campus. The Office of the Registrar at Belhaven is the primary custodian for all degree requirements and academic records. This is a part-time, non-exempt position. The ideal candidate has a heart for Christ and for our students and a keen attention to detail. This position requires the ability to follow established processes and procedures and problem solve with team members when new scenarios arise. The ability to learn and adapt to new information system processes and the ability to analyze student data from a variety of angles and situations to ensure student records are accurate and complete is a must.

Responsibilities

The Academic Records Specialist will work with the Office of the Registrar team members to facilitate the processes necessary to ensure students receive excellent customer service from the registrar's office. The duties associated with this position include, but are not limited to processing records for incoming students, updating student records, degree audits and plans to reflect program changes, entering necessary course subs and waivers as needed, entering data on course sections, and updating the Colleague database as needed answering student inquires via phone and email.

Qualifications

A bachelor's degree is required. Ability to work with a team dedicated to the academic success of students. Good technological, organizational, and interpersonal skills. Keen eye for detail and ability to understand processes and extrapolate existing processes to new situations when needed. Excellent verbal and written communication skills and capable of working with faculty, staff, parents, and Belhaven students.

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.

Application Guidelines

The following items are required to be considered for the position: A cover letter, resume, list of 3 references, and 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 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. Resumes will be accepted until the position is filled. Additional information about Belhaven University may be found at www.belhaven.edu. Send to: Kim Campbell, Executive Assistant to the Provost and Vice President for Academic Affairs at kcampbell@belhaven.edu.