

BELHAVEN UNIVERSITY

Position Title	Special Programs Coordinator
Department	Adult, Graduate, and Online Studies
Direct Supervisor	Vice President for Adult, Graduate, and Online Studies
Designation	Exempt

Overview

The Special Programs Coordinator is responsible for helping with projects related to external partnerships and work flowing through the office of the Vice President. This position must work in a team setting to handle all details of third-party relationships, appropriate referral or resolution of problems, generate reports as needed, and support the Vice President. Works with the staff of the Vice President's leadership area to support effective and efficient operations to meet the mission of Adult, Graduate, and Online Studies. This position handles information that is considered confidential.

Functions and Responsibilities

- Assists in meeting due dates for ongoing programs and partnerships
- Follows enrollment projections for each special programs and monitors progress
- Communicates changes in the scope or processes to support the special projects
- Generates reports on performance of the program or partnership using appropriate tools and reporting software
- Assists in the maintenance of relationships with students, partner organizations and university stakeholders
- Documents program performance
- Develops spreadsheets, diagrams and process maps to document partnership or project performance
- Other duties are required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- Bachelor's degree required
- Excellent oral and written communication skills
- Minimum of one year of experience in a higher education setting
- Excellent interpersonal relationship skills
- Advanced computer skills in Excel, Word, PowerPoint and familiarity with using a data base
- Understand and be able to articulate a personal statement of faith integration

Interested applicants may make application by submitting

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including Senior Pastor)
- 4) 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

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.

Only applicants who submit all four required items will be considered. Please submit all application materials to:

Lori Farmer

Executive Administrative Assistant to the VP for Adult, Graduate, and Online Studies

lfarmer@belhaven.edu