

Curriculum Bookstore Coordinator

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

Responsibilities

- Maintain the textbook watchlist for nearly 500 courses
- Follow the textbook process to make sure all upcoming semester textbooks are approved for bookstore purchase.
- Follow the textbook adoption process for all Adult Studies and Online sections in the upcoming semester.
- Maintain good communications with the bookstore staff
- Work closely and under the supervision of the Curriculum Operations Coordinator and the Dean of Curriculum
- Other duties as assigned

Qualifications

- Entry level position
- Applicants need a bachelor's degree and bibliographic experience.
- Excellent oral and written communication skills are essential; organized and detailed.
- The ability to manage multiple assignments with sensitivity to deadlines and priorities is necessary.
- Applicants should have advanced knowledge of most Microsoft Office programs, be detail-oriented, have excellent interpersonal skills, and have a problem-solving attitude.

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
- Vita
- 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 - 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: Lori Farmer, Executive Administrative Assistant to the Vice President for Adult, Online, and Graduate Studies at lfarmer@belhaven.edu