

BELHAVEN UNIVERSITY

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

STAFF POSITION School of Education

Belhaven University, a Christian institution committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Administrative Assistant to the School of Education at the Jackson, Mississippi campus. The ideal candidate has a heart for Christ and for our students. This is a full time, non-exempt position.

Responsibilities

The Administrative Assistant serves as a welcoming receptionist for the school's office and performs clerical duties including data input, file management, phone calls, electronic correspondence, report generation, and copying materials. Duties will also include assisting the departments in event coordination and interaction with students, faculty, and staff. This position reports directly to the Chair of Graduate Education and the Director of Doctoral Programs.

Qualifications

A Bachelor's degree is highly preferred but not necessary. Must have the ability to work independently, organize and manage priorities, handle multiple projects, problem solve and exercise good judgment in a dynamic environment. The ability to adapt quickly and strong technology skills - including advanced knowledge of Microsoft Office products, with emphasis on Word and Excel applications - are required. Attention to detail and proficiency in office technology, as well as the ability to prioritize multiple simultaneous projects within a tight timeline, are essential. Professional communication skills with diverse audiences including faculty, students, other college employees and community educational leaders will be important in all communications. Must be willing to work occasional evening and weekend hours. Must be sensitive and respectful of proprietary and confidential information

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.

To apply, please submit the following:

- 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, including contact information for at least 3 professional references
- A brief account (750 words or less) of your spiritual pilgrimage including the time and circumstances surrounding becoming a believer in Christ, your current relationship with Christ, and how you would seek to integrate your faith into this role.

[Follow this link](#) to review Belhaven University's Commitment Statement, including our employee expectations. Should you receive a job offer, you will be asked to accept this agreement by signing it. 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.

Send materials, confidential questions, and/or nominations to:

Dr. Bradford Smith, Provost and Vice President for Academic Affairs c/o Kim Campbell, Director of Academic Administration kcampbell@belhaven.edu