

# BELHAVEN UNIVERSITY

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

## STAFF POSITION

### **Institutional Research and Assessment Coordinator**

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

#### **Responsibilities**

The Institutional Research and Assessment Coordinator assists with Belhaven University's self-examination, data analysis and efforts toward continuous improvement and effectiveness as the institution prepares men and women to serve Christ Jesus. This position serves Belhaven by providing the most accurate data and statistical analysis possible about the University, its students, programs and operations, both internally and externally.

#### **Required Qualifications**

An earned bachelor's degree is required. The applicant must possess the ability to use existing reports to analyze their results in order to complete internal and external reports as needed such as IPEDS, weekly enrollment reports, and other reports based on the Common Data Set. The applicant must be able to effectively work with faculty to oversee the annual outcomes assessment process including but not limited to: training new faculty on the process, collecting data, ensuring assessments are built into online canvas courses, providing feedback to faculty on results when necessary. The candidate must be responsible for tasks such as implementing the ETS Proficiency Profile assessment and analyzing the results as needed for the general education and worldview annual outcomes assessment. The candidate will be responsible for the process of preparing and distributing teacher evaluation by students and distributing the results as necessary. The ability to learn and document routine processes will be needed as the candidate runs periodic processes such as the roster verification process. Efficiency in Excel and the ability to learn new technology such as tableau is required. Excellent project management, interpersonal, oral and written communication skills are required.

#### **Compensation**

Compensation and rank are commensurate with qualifications and experience. The University supplements major medical insurance.

#### **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](http://www.belhaven.edu). Send to: Kim Campbell, Executive Assistant to the Provost and Vice President for Academic Affairs at [kcampbell@belhaven.edu](mailto:kcampbell@belhaven.edu).