

BELHAVEN UNIVERSITY

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

Belhaven University is a Christian institution committed to the ministry of integrating biblical truth and learning. The Registrar's office is on the main campus located in Jackson, Mississippi. The Registrar should demonstrate a strong Christian commitment and a heart for our students. The Office of the Registrar serves as the custodian of academic records, ensuring their accuracy, confidentiality, and compliance with FERPA and DOE guidelines. The Registrar participates in design and implementation of policies related to student records and is responsible for day-to-day decisions related to records management and enrollment services. This is a full-time, 12-month position.

Responsibilities

- Manage the staff and daily operations of the Registrar's Office. Establish and maintain short-term and long-term department goals, objectives, policies, and procedures.
- A visionary leader knowledgeable of industry best practices for traditional undergraduate, graduate, adult and online programs and students.
- Leverage cutting-edge technology to increase the department's efficiency, effectiveness, and ability to support institutional growth in enrollment and academic offerings.
- Develop and publish University documents such as the academic calendar, catalogue, and course schedules.
- Ensure the catalog, degree audits and student plans accurately reflect degree and program requirements.
- Recommend and participate in the development, documentation, and implementation of university policies and procedures related to degree and program requirements, student planning, student registration, academic records, class schedules, classroom assignments, and graduation requirements.
- Coordinate and execute all graduation ceremonies and honors convocations.
- Certify enrollment reporting, athletic eligibility, and degree requirement completion.
- Develop and monitor the annual department budget and participates in University committees as assigned.
- Represent the University externally to governmental agencies, vendors, students and their parents.
- Integrate Christian tenets of faith, as understood by the University through word and deed in every aspect of their work.

Qualifications

- Bachelor's degree required and Master's degree preferred with 5 years of experience in registrar setting
- Excellent interpersonal and communication skills
- Excellent project management skills
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Understanding of the rules, regulations, and laws regarding student records
- Ability to foster a collaborative work environment
- Capacity to plan, assess, and evaluate departmental goals
- Skill in examining and re-structuring operations and procedures for future growth
- Knowledge of Colleague and Image Now (Perceptive Contact) preferred

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. A generous relocation allowance is included.

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, Director of Academic Administration kcampbell@belhaven.edu.