

# BELHAVEN UNIVERSITY

## **Student Events Director Student Development**

### **Overview**

The Student Events Director is a full-time professional who is responsible for various sectors of Student Development. The Student Event Director's span of care includes portions of campus events, campus life, Belhaven Leadership Council, Belhaven Activities Team, Chapel, and Dining Services. This role also assists with other Student Development staff in fostering a just and caring community in which students can grow academically, spiritually, socially, and emotionally. The Student Events Director seeks to enhance the mission of the University by partnering with faculty, staff, and students in the common goal of developing mature and discerning men and women who seek to impact the world through service to Christ and others. This position reports to the Vice President of Student Development and works in the division of Student Development.

### **Functions and Responsibilities**

- **Campus Events**
  - Plan and execute traditional, special, and signature events for campus
    - determine date and theme for the event
    - make reservations
    - order supplies
    - oversee promotion
    - recruit volunteers
    - execute event
    - create and send evaluations
- **Campus Life News Email**
  - Review all submissions
  - Create and distribute weekly Campus Life News email
- **Belhaven Activities Team**
  - Create and distribute promotional material
  - Attend weekly meetings (when needed)
  - Oversee weekly agenda
  - Purchase all supplies for meeting
- **Belhaven Leadership Council**
  - Oversee Marketing Coordinator, Campus Engagement Coordinator, Special Events Coordinator, and Signature Events Coordinator
  - Attend Weekly meetings with BLC members
- **Belhaven Dining Commons**
  - Lead the Development of events through the Dining Commons in conjunction with the Director of Food Services
  - Assist in Promotion of Events in the Dining Commons
  - Provide oversight for Meal Plan Exemptions along with the Director of Food Services and the Vice President for Student Development
- **Chapel**
  - Serve as part of the Chapel Staff on Tuesday mornings
  - Organize Volunteers to work as Chapel Staff
  - Oversee Chapel Exemptions along with the Vice President for Student Development
  - Oversee Attendance for Chapel for all Traditional Students
- **Student Development**
  - Manage budgetary records in conjunction with other Student Development staff members
  - Assist in the recruitment and hiring of student leaders
  - Attend weekly departmental meetings
  - Work in conjunction with the Campus Counselor to plan events pertaining to Mental Health Issues
  - Be accessible and visible to students by having office hours and attending University events
  - Perform other duties or tasks assigned by the Vice President for Student Development

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

A Bachelor's degree is required. Previous experience in a similar role is also preferred but not necessary. The Student Events Director must possess the knowledge, skills, and abilities to perform the essential functions of the position along with a demonstrated ability to work with college students. They 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 individual must understand and be personally and professionally committed to a Biblical world-view that integrated Christian faith with the learning environment as emphasized in the mission of Belhaven University. Candidates must be flexible with working hours, including weekends and holidays.

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.

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the position.
- 5) 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](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 five required items will be considered.**

Interested applicants should send their information to:

Dr. Shelley A. Smith, Vice President for Student Development  
sdevelopment@belhaven.edu

No phone calls, please. Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).