

BELHAVEN UNIVERSITY

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

Full Time Staff Position

Process Analyst

Belhaven University, a Christian institution committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Process Analyst at the Jackson, Mississippi campus. The ideal candidate has a heart for Christ and for our students. The Process Analyst reports to the Registrar and is responsible for analyzing, implementing and documenting existing processes and process changes which will improve the data quality and efficiency of the registrar processes. The Process Analyst will also develop reports to aid the department in ensuring the quality of student academic data and improve academic related operational efficiency. The Process Analyst establishes schedules for these processes to ensure reporting is accurate, timely and efficient and oversees all enrollment reporting data for the office.

Responsibilities

The Process Analyst runs and schedules all processes related to compliance to ensure processes are complete, accurate, timely and efficient. These processes include, but are not limited to:

- NSC reports
- Deregistration and student-initiated course, term, and program withdrawals
- Periodic processes necessary for ensuring student attendance and academic data processes are accurate, timely and efficient
- All scheduled processes, ensuring process schedules are modified appropriately for the correct term and date ranges
- Current processes to ensure processes produce accurate data and are implemented in a timely and efficient manner.

The Process Analyst also works with Registrar to develop, document, implement and assess adherence to new processes as necessary to improve overall accuracy and efficiency of the registrar team; ensures Colleague updates related to the registrar's office processes are tested by the team and implemented as quickly as possible. Documents and trains registrar staff on process and works with Registrar to develop ways to monitor compliance with these processes on a regular basis. Tools used include, but are not limited to Tableau, and COM Management

Qualifications

- Bachelor's degree from an accredited institution of higher learning recognized by the US Department of Education required
- Three or more years' experience working in Higher education preferred
- Knowledge of and ability to document, implement, and monitor policies and procedures
- Extensive working knowledge of student information systems, preferably Colleague, and data processing techniques
- Skill in formulating clear and accurate letters, reports and other documents
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

- Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes
- Commitment to the mission and vision of Belhaven University

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 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