

# BELHAVEN UNIVERSITY

## **Student Development Director Student Development**

### **Overview**

The Student Development Director is a full-time professional who is responsible for various sectors of the Student Development department. The Student Development Director is responsible for overseeing multiple areas within the department of Student Development including the following: Belhaven Leadership Council, campus ministries, service projects, organizations, international student programming, and chapel attendance. In addition, this position assists with Student Leadership, orientation, campus engagement, and campus events. 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 Development 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 Assistant Dean of Student Engagement.

### **Functions and Responsibilities**

1. Oversees and plans all aspects of the Belhaven Leadership Council. This includes beginning of year training, weekly meetings, mentorship, event programming, and professional development programming.
2. Provide support for campus ministries, which include making reservations throughout the year, ongoing communication to ministry leaders, supporting and encouraging ministry participation, executing end of the semester evaluations and celebration event.
3. Plan and execute beginning of the year “Get Involved Fair” for churches, organizations and ministries.
4. Plan and execute multiple service projects throughout the year. For example: Blazer Community Connect, Better Belhaven, Operation Christmas Child, Homecoming, etc. Create and send ongoing communication with different organizations about service opportunities.
5. Serve as the primary resource for international students, which includes airport transportation, new student orientation, grocery trips, vaccination and/or medical trips and event programming.
6. Oversees Organizations on campus, which includes approving and monitoring active status, executing “Get Involved Fair” and making reservations.
7. Plan and executes commuter engagement events.
8. Assist with all aspects of Student Leadership, which includes beginning of the year training, promotions, hiring, and professional events.
9. Assist with campus event programming throughout the year.
10. Assist with orientation programming in conjunction with other Student Development personnel.
11. Assist with Welcome Week programming in conjunction with other Student Development personnel.
12. Serve as a part of the chapel staff every Tuesday morning under the guidance of the Vice President for Student Development.
13. Manage budgetary records in conjunction with the Vice President for Student Development.
14. Perform any other duties or tasks assigned by the Residence Life Coordinator or 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 for this position, while a Master's is preferred. Must have the ability to work independently, organize and manage priorities, problem solve and exercise good judgment in a dynamic environment. Professional communication skills with a diverse student group will be important. Must be sensitive and respectful of proprietary and confidential information. The Student Development 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. The individual must understand and be personally and professionally committed to a Biblical world-view that integrates Christian faith with the learning environment as emphasized in the mission of Belhaven University. Candidates must fully support the vision, mission, and statement of faith at Belhaven University found at <https://www.belhaven.edu/belhaven/mission>. Candidates must be flexible with working hours, including weekends and holidays.

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 all application materials and 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).