

# **BELHAVEN UNIVERSITY**

## **Administrative Assistant to the Master's in Counseling Department**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Administrative Assistant will provide essential support to the Counseling Department, ensuring smooth and efficient operations. The role requires a highly organized and detail-oriented individual who can work collaboratively and independently. The ideal candidate will be a proactive problem-solver with excellent communication skills and a passion for supporting students and faculty. The Administrative Assistant will play a crucial role in coordinating and organizing our annual residency events, a cornerstone of our online student experience. This roll will provide essential administrative support to counseling faculty by efficiently managing diverse tasks. The Administrative Assistant will serve as a primary liaison for students, ensuring they receive prompt and helpful information as they progress through the program.

### **Responsibilities**

- Coordinate and plan departmental events, including residencies and student orientations.
- General administrative support includes: managing faculty calendars, receipt submissions, scheduling meetings, coordinating travel arrangements, filing, photocopying, and other duties as assigned.
- Handle phone and email correspondence, responding promptly and professionally to inquiries.
- Maintain and update online content for the department's website and Canvas pages.
- Serve as a primary point of contact for students, providing information and assistance as needed.
- Design and create documents such as flyers, handouts, and promotional materials for students.
- Assist in monitoring state licensure laws relevant to counseling practice.
- Maintain accurate and confidential student records.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- Associate's or Bachelor's degree.
- Experience in a counseling or mental health setting is preferred but not required.
- Strong organizational and time-management skills.
- Attention to detail and accuracy.
- Proficiency in Microsoft Office Suite.
- Familiarity with online learning platforms (Canvas) and video conferencing tools (Zoom) is preferred.
- Ability to work both collaboratively and independently.

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- Location is on campus, Jackson, MS

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 Administrative Assistant 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 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.

Only applicants who submit all five required items will be considered. Interested applicants should send their information to:

Monica French  
Provost Office Project Manager  
[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.