

BELHAVEN UNIVERSITY

Administrative Assistant to the Dean of Online Studies

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 has equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The Administrative Assistant serves as a welcoming receptionist for the dean's office and performs clerical duties including data input, file management, phone calls, electronic correspondence, report generation, and copying materials. Duties will also include assisting the Dean in interaction with students, faculty, and staff. This position reports directly to the Dean of Online Studies.

Responsibilities

- Work with and directly report to the Dean of Online Studies.
- Generate correspondence and other written documents.
- Coordinate calendars & meetings/schedules.
- Demonstrate a working knowledge of office protocols, policies, and systems.
- Work independently, with minimal supervision, and with a high degree of professionalism.
- Demonstrate accuracy and attention to detail and the ability to work efficiently and meet tight deadlines.
- Assist with student inquiries and referrals to appropriate resources.
- Accurately record meeting minutes, issue meeting minutes, and track action items.
- Review, assess, route, answer, and monitor follow-up action steps on correspondence. Gather and analyze the information required for administrative reporting.
- Help with word processing and preparing email communiques to students.
- Work with Excel files. Develop Excel graphs and charts as needed by the Dean.
- Duties will include routine office activities, such as making photocopies, typing labels, organizing supplies and materials, and such other activities as needed by the Dean.

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

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University's Vision, Mission, and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- A Bachelor's degree is highly preferred but not necessary.
- Ability to work independently, organize and manage priorities, handle multiple projects, problem solve, and exercise good judgment in a dynamic environment.
- Strong technology skills and the ability to adapt quickly are required.
- Advanced computer skills including knowledge of Microsoft Office products, with emphasis on Word and Excel applications
- Attention to detail, proficiency in office technology, and the ability to prioritize multiple simultaneous projects with tight timelines are essential.
- Professional communication skills with diverse audiences, including faculty, students, other college employees, and community leaders, will be important.
- Excellent interpersonal skills and a professional demeanor in person, on the phone, and in written communications.
- Must be sensitive and respectful of proprietary and confidential information.
- 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.

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

Application Process

To be considered for this position, a complete application packet must be received. The complete application packet will include the following:

- Letter of Intent; including an explanation of how your prior experience fulfills the above responsibilities and qualifications
- Resume
- 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.
<https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.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.

Send or email the complete application packet to:

Dr. Monica French

Director of Academic Administration

mfrench@belhaven.edu