

# **BELHAVEN UNIVERSITY**

## **Administrative Assistant for the STEM 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**

Belhaven University, a Christian institution committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Administrative Assistant to the STEM and Social Work departments at the Jackson, Mississippi campus. The ideal candidate has a heart for Christ and for our students. This position reports directly to the Facilitating Dean of the School of Science and Mathematics This is a full time, non-exempt position.

### **Responsibilities**

- Performs clerical duties to support the multiple departments of Biology, Chemistry, Math, Computer Science, Sports Medicine and Exercise Science
- Budget Management
- Supply Requisition
- Data Management
- Report Generation
- Admission Visit Coordination
- Department Social Media Management
- Departmental Travel.
- Assist the departments in event coordination
- Interaction with students, faculty and staff

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**

- A Bachelor's degree is highly preferred but not necessary
- Ability to work independently
- Organize and manage priorities
- Handle numerous projects of the multiple departments listed above
- Problem solve and exercise good judgement in a dynamic environment
- Attention to detail and proficiency in office technology
- Ability to prioritize simultaneous projects within a tight timeline
- Professional communication skills with diverse audiences including faculty, students and other college employees and community leaders.
- Sensitive and respectful of proprietary and confidential information

- 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/>

### **Application Process**

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

- Letter of Intent; including explanation of how your prior experience fulfills 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 complete application packet to:**

Dr. Monica French  
Director of Academic Administration  
[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)

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