

Academic Partnership and Student Planning Coordinator

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.

Position Overview

Belhaven University is a Christ-centered institution, and the Academic Partnership and Student Planning Coordinator should reflect that mission in both faith and service to students. The Registrar's Office serves as the custodian of academic records, ensuring their accuracy, confidentiality, and compliance with FERPA and ED guidelines. The Academic Partnership and Student Planning Coordinator supports the Registrar's Office in administering Dual Enrollment and online course partnership programs, provides guidance on study abroad opportunities, and manages academic appeals and prior learning assessment (PLA) credit processing. This position coordinates registration, maintains accurate academic records, monitors attendance and grading deadlines, oversees the processing and tracking of academic appeals, and ensures the accurate entry and reconciliation of PLA credit. The coordinator serves as a point of contact for students, faculty, campus departments, and external partners. The ideal candidate has a heart for Christ and for our students, provides responsive service, manages multiple academic calendars, and follows through on time-sensitive tasks with accuracy and discretion.

Responsibilities

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

- Coordinate partnership program operations. Support student intake, onboarding, and term transitions for Dual Enrollment and online course partnerships. Serve as a liaison to campus colleagues and external partners, communicating program requirements and deadlines. Provide guidance on study abroad programs and available opportunities.
- Manage course sections and registration. Build and maintain partnership course sections, verify enrollment rosters, and process registration changes, academic withdrawals, and applicable reinstatements. Resolve discrepancies and maintain consistent records across partner platforms and the University's student information system.
- Coordinate attendance and grading for partnership programs. Oversee attendance reporting and timely midterm and final-grade entry for Dual Enrollment and online course partnerships. Establish grade-submission deadlines that align with partner-school calendars and follow up on missing grades.

- Manage academic appeals. Oversee the processing and tracking of suspension, dismissal, and grade appeals. Coordinate documentation and communication among students, advisors, and committee chairs; monitor deadlines; and maintain accurate records of appeal decisions.
- Manage prior learning assessment credit (PLA). Coordinate PLA credit processing, verify supporting documentation, enter approved credit, and reconcile discrepancies to ensure accurate student records.
- Process transcript requests and investigate suspected transcript fraud. Fulfill requests accurately and promptly, including those requiring research, identity verification, or review of older records. Investigate suspected fraudulent transcripts, verify authenticity with issuing institutions, and document and report findings in accordance with university procedures.
- Adjust degree and course plans. Create and update students' degree and course plans in the University's student information system, ensuring alignment with program requirements and course sequencing.
- Perform other duties as assigned to support the Registrar's Office and University operations. Provide responsive service to students, faculty, staff, and external partners. Assist with commencement preparation and seasonal workload demands while maintaining the confidentiality and accuracy of student records.

Qualifications

- Bachelor's degree required
- Strong verbal and written communication, with excellent customer service and interpersonal skills
- Strong organizational skills and attention to detail, with the ability to manage competing deadlines
- Ability to learn and adapt to new processes easily
- Ability to work collaboratively with students, faculty, staff, and external partners
- Proficient in Microsoft Office Suite
- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University's Mission and Faith Statement
<https://www.belhaven.edu/about/mission/>

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.

Email the complete application packet to:

Dr. Monica French
Assistant Vice President for Academic Affairs
mfrench@belhaven.edu

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