



Administrative Assistant to the Graduate School of Education

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 to the Graduate School of Education provides professional administrative and operational support for the School of Education. The position serves as a welcoming first point of contact for the office; supports faculty, staff, candidates, and community partners; maintains accurate and confidential records; coordinates communications, schedules, meetings, and events; and assists with assessment, accreditation, program operations, and the collection and preparation of data for analysis and interpretation.

The Administrative Assistant reports directly to the Chair of the Graduate School of Education and collaborates with the deans, faculty, staff, and program leaders of the School of Education.

Responsibilities

Office Administration and Communication

- Serve as a professional and welcoming first point of contact for the School of Education office; respond to candidate inquiries and refer individuals to appropriate resources.
- Prepare correspondence, email communications, reports, presentations, spreadsheets, labels, and other written or visual materials.
- Coordinate meetings and schedules and help maintain calendars for the Chair and deans.
- Record and distribute accurate meeting minutes and track related action items.
- Review, route, respond to, and monitor follow-up actions for correspondence; gather and analyze information needed for administrative reporting.
- Maintain effective office protocols, systems, supplies, files, and routine clerical operations, including copying and document preparation.
- Coordinate School of Education service requests with housekeeping, maintenance, information systems, and food service.

- Assist with School of Education events, functions, and professional development programs as requested.

Graduate Program and Candidate Support

- Provide direct administrative support to the Chair of the Graduate School of Education and, as needed, assist the Dean of Administration and Compliance and the Dean of the School of Education Faculty with special projects.
- Organize and safeguard confidential candidate academic records and other protected information.
- Maintain graduate candidate files and degree-plan forms and ensure that records are current and orderly.
- Monitor candidate academic data, including updating candidate grade reports after each grading session.
- Prepare clear email communications and other materials for education candidates.
- Maintain regular Monday through Friday office hours to support the Chair of the Graduate School of Education; provide occasional evening or weekend support when required for School of Education activities.

Teacher Residency and MAT Alternate Route Support

- Assist with Teacher Residency I and II scheduling and Observing Mentor assignments.
- Support the Director of the MAT Alternate Route Teacher Licensure Program by tracking required candidate paperwork and documents before school placements.
- As directed, assist with assigning resident intern candidates to schools and to clinical supervising teachers.
- Prepare and distribute required materials and forms to MAT Alternate Route Observing Mentors.
- Track Observing Mentor assessment forms and communicate due dates and scheduling reminders.

Assessment Data Collection, Accreditation, and Reporting

- Monitor the alignment and currency of course rubrics, templates, and reports.
- Collect, compile, record, and maintain candidate achievement and program assessment data for the Graduate School of Education Assessment System.
- Use databases and spreadsheets to aggregate and disaggregate data and prepare reports, graphs, and charts for faculty, program leaders, and deans.
- Support annual reporting and accreditation activities for the Mississippi Department of Education, CAEP, Title II, and other state or national agencies as required.
- Help maintain and update the Graduate School of Education Student Handbook and the Graduate School of Education APA Quick View and Exceptions Handbook.

Professional Expectations

- Perform responsibilities independently, with minimal supervision, accuracy, discretion, efficiency, and a high degree of professionalism.

- Work collaboratively within university, state, federal, accreditation, and approval-agency policies, procedures, and requirements.
- Attend School of Education functions as requested to assist the Chair or Deans.

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

- Bachelor's degree preferred; an equivalent combination of education and relevant administrative experience may be considered.
- Ability to work independently, establish priorities, manage multiple projects, solve problems, exercise sound judgment, and meet firm deadlines in a dynamic environment.
- Strong technology skills, adaptability, and advanced proficiency with Microsoft Office, particularly Word, Excel, PowerPoint, and Adobe Acrobat Pro.
- Consistent attention to detail and proficiency with office systems, records, and data.
- Strong written, verbal, and interpersonal communication skills with diverse audiences, including candidates, faculty, staff, University colleagues, and community education leaders.
- Professional demeanor in person, by telephone, and in written communication, with sound judgment in handling proprietary and confidential information.
- Willingness to work occasional evening or weekend hours when School of Education activities require support.
- Must understand and be committed to a Biblical worldview that integrates Christian faith with the learning environment as emphasized in the mission of Belhaven University.
- 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

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 explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Reference list with contact information (including Senior Pastor)
- 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 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.

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

Submit all application materials to:

Monica French

Director of Academic Administration

Email: mfrench@belhaven.edu