Admission Operation Support Specialist

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

This position’s primary responsibilities are to support the University’s efforts to collect required admission application documentation and information from prospective first-time freshman and transfer students. This is accomplished by utilizing various communications including but not limited to in-person, phone, email, direct mail and texting students, parents and school counselors requesting information and/or documentation required to complete the applicant’s admission application. The incumbent works closely with the Admission Operation team as well as admission counselors to coordinate application outreach when appropriate and interfaces closely with high school counselors and external agency representatives.

Responsibilities

- Track missing items required to complete admission applications using the University’s CRM System.
- Conduct outreach and communicate directly with students, parents, school counselors and other constituents who can help student’s complete their applications.
- Communicate in-person, via email, phone, text and direct mail.
- Report and record outcomes in the CRM.
- Able to perform all tasks needed in admission operations, including but not limited to processing application, linking documents, and reviewing applications for admission
- Communicate results/outcomes to admission leadership and team members.
- Coordinate outreach with individual admission counselors when appropriate.
- Other responsibilities and duties as assigned.

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 Vision, Mission and Statement of Faith. https://www.belhaven.edu/about/mission/
- An associate's degree is required.
- A bachelor's degree is preferred.
- Be detail oriented.
- Adept at utilizing various forms of communication and comfortable speaking with prospective students and their families on a regular basis in both qualified and cold call situations.
- Work independently and under supervision as a team player to achieve positive results.
- The candidate must possess both verbal and organizational skills

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. 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.

Email complete application packet to:

Lori Kimes
Director of Admission Operations
lkimes@belhaven.edu.