

BELHAVEN UNIVERSITY

Dance Department Administrative Assistant

Belhaven University, a vibrant Christ-centered academic community committed to the ministry of integrating faith and learning, is searching for the ideal candidate for an Administrative Assistant for the Dance Department. The mission of the Dance Department is to prepare students technically, artistically, academically, and spiritually to move into the world of dance and affiliated careers in adherence with the mission of the university. Degrees offered include a Master of Fine Arts (MFA), Bachelor of Fine Arts (BFA), Bachelor of Arts (BA), and a Dance Minor. This thriving program serves a large number of dance majors and minors on a small campus located in the heart of the capital city.

Description of Position

The Dance Department Administrative Assistant manages operations of the Dance Department front office, supervises work-study students, and communicates with faculty, students, prospective students, audience members, and offices across campus. Administrative tasks include maintaining databases, organizing audition processes, assisting with recruitment, purchasing, updating budget records, and managing the box office.

Responsibilities

- Manage the front office of the Dance Department.
- Assist with all departmental concerts:
 - Edit performance programs.
 - Plan and implement receptions for various events.
 - Develop and implement effective box office procedures.
- Supervise student box office workers, reception crew members, and office work study employees.
- Create content for the department's social media accounts.
- Inventory, order, and organize office and educational supplies.
- Assist with departmental recruiting efforts:
 - Distribute emails, mailings, and phone calls.
 - Work with the Admissions Office to schedule appointments with prospective students.
 - Update databases for undergraduate and graduate student recruitment.
 - Provide faculty with recruitment materials for conferences and events.
- Organize auditions for the Dance Department 4-6 times per year:
 - Send audition notification materials and manage audition registration forms.
 - Organize on-campus housing for prospective students.
 - Prepare adjudication forms, numbers, and other audition materials.
 - Work with chair to prepare and send audition results letters.
- Maintain departmental budget spreadsheets and handle paperwork pertaining to guest artist contracts, check requests, and purchasing cards.
- Make travel arrangements:
 - Arrange for faculty and student registration and travel to various conferences and recruitment events.
 - Arrange travel for guest artist residencies (flights, guest rooms, on-ground transportation, meals, etc.).
- Communicate with Maintenance and Housekeeping and place work orders regarding departmental and facility needs.
- Communicate effectively with students, faculty, and staff:
 - Update undergraduate and graduate Dance Handbooks.
 - Provide webmaster updates for the BU website.
 - Update and post weekly rehearsal and studio reservation schedule.
 - Manage online dance calendar.
 - Record weekly Dance Department meeting attendance.
 - Update and maintain databases (current students, alumni, auditionees, dance studios, audience members, etc.).
 - Maintain Job Opportunities and Dance Department bulletin boards.
 - Collect data for Annual AOA and NASD Heads Reports.

- Maintain organizational memberships with affiliated dance organizations.

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 required.
- Proficiency with Microsoft Excel, Outlook, and Word required.
- Experience managing an office is preferred.
- Basic familiarity with dance operations is preferred.
- Effective communication, writing, and organizational skills required.
- Proficiency with Adobe Creative Suite and digital media content creation is strongly desired.
- Must be able to work independently, handle multiple projects, prioritize tasks, and meet deadlines. Attention to detail is essential.
- Must be available for occasional evening and/or weekend responsibilities during departmental concerts and special events (total time not to exceed 40 hours per week).
- 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