



Director of Experiential Learning

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

The Director of Experiential Learning is responsible for the development, oversight, and academic quality of work-integrated learning within the School of Business. The Director administers the internship program for traditional undergraduate and graduate students and serves as the School of Business academic reviewer and approver for Curricular Practical Training (CPT) requests from international (F-1) students. The Director is the School's primary liaison to employer partners, the Office of Career Services, and International Student Services, and ensures that every experiential placement is academically sound, properly documented, and compliant with university policy and federal regulations.

This is a full-time, 12-month staff position that carries faculty status in the School of Business. The ideal candidate will be a committed educator and practitioner who integrates Christian faith into their work, aligning with the mission of Belhaven University.

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.

1. Internship Program Leadership

- Design, administer, and continuously improve the School of Business internship program for traditional undergraduate and graduate students.
- Establish and maintain learning agreements, site approval standards, supervisor evaluations, and student reflection and assessment requirements for internship credit.
- Advise students on identifying, securing, and succeeding in internships aligned with their academic program and career goals.
- Serve as instructor of record for internship courses, or coordinate faculty instruction, and oversee the awarding of academic credit.
- Maintain accurate records of placements, hours, employer sites, and student outcomes.

2. Curricular Practical Training (CPT) Oversight

- Serve as the School of Business academic reviewer and approver for CPT requests, verifying that each proposed training experience is an integral part of the student's established curriculum and is tied to an appropriate course.

- Work in close coordination with the Designated School Official (DSO) and International Student Services, who retain authority for SEVIS authorization, to ensure timely and compliant processing of CPT requests.
- Maintain current knowledge of federal regulations governing F-1 practical training and communicate requirements clearly to students, faculty, and employers.
- Monitor CPT participants for continued enrollment, course completion, and satisfactory progress, and address concerns promptly.
- Maintain complete documentation to support institutional compliance and audit readiness.

3. Employer and Community Partnerships

- Cultivate and expand relationships with businesses, nonprofits, and government agencies to build a strong pipeline of internship and practical training opportunities.
- Vet and onboard employer partners, ensuring each placement provides meaningful, supervised professional experience.
- Represent the School of Business at employer events, career fairs, chambers of commerce, and professional associations.
- Collaborate with the Office of Career Services and Alumni Relations to engage the alumni network as a source of placements and mentors.

4. Student Support and Career Readiness

- Provide individual and group advising on career readiness, professional conduct, and workplace expectations.
- Develop workshops and resources on résumés, interviewing, professionalism, and business ethics in cooperation with Career Services.
- Monitor student progress during placements, mediate concerns between students and site supervisors, and ensure a safe and supportive experience.
- Guide students in reflecting on their work experiences through a Christian worldview of vocation and calling.

5. Faculty Engagement and Curriculum Integration

- Collaborate with program directors and faculty to integrate experiential learning across School of Business curricula and to identify appropriate courses for CPT alignment.
- Teach courses in the School of Business as assigned by the Dean, consistent with faculty status and the demands of the position.
- Maintain a program of professional development and scholarly or applied contribution appropriate to faculty status.

6. Operational, Assessment, and Compliance Responsibilities

- Develop and maintain policies, procedures, handbooks, and forms governing internships and CPT within the School of Business.
- Collect and analyze data on participation, employer satisfaction, and student outcomes; report findings to the Dean and support SACSCOC and IACBE assessment and reporting requirements.
- Ensure compliance with university policy, FERPA, and applicable federal and state regulations, including affiliation agreements, liability, and risk management.
- Manage the budget and resources allocated to experiential learning.

Qualifications

- The successful candidate must articulate a Christian worldview in their area of service and must fully support the University Vision, Mission, and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- Earned doctorate (DBA, Ph.D., or equivalent) in business administration or a related business discipline from a regionally accredited institution, sufficient to qualify for faculty status in the School of Business.
- Minimum of 3 years of experience in higher education, business, or a combination of the two. Experience working with international students and F-1 practical training (CPT/OPT) is strongly preferred.
- Strong relationship-building, networking, and interpersonal skills with employers, students, and colleagues.
- Excellent organizational and record-keeping abilities with close attention to regulatory detail.
- Excellent written and verbal communication abilities.
- Working knowledge of internship best practices and the regulatory environment for international student practical training.
- Proficiency with career services and placement platforms (e.g., Handshake) and standard office technology.
- Ability to teach effectively at the undergraduate and graduate levels.

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 employees expectations. Should you receive a job offer, you will be asked to sign to accept 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.