

# **BELHAVEN UNIVERSITY**

## **Director of Graduate Research and Residency Support**

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 1,000 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 Director of Graduate Research and Residency Support is a key member who supports the Dean of Doctoral Studies. This position will require a work schedule to falls outside normal business hours at various times of the year due to our residencies in both business and education.

### **Responsibilities**

- Coordinate and schedule in-person and virtual dissertation support sessions, workshops, trainings, and oral defenses for doctoral students, dissertation committees, and doctoral studies team.
- Manage documents for dissertation processes and approvals in collaboration with School of Education and School of Business.
- Coordinate communications with faculty, students, and staff for program updates and deadlines.
- Coordinate dissertation reviews and feedback processes.
- Provide student support and track dissertation progress for students in both Ed.D. and DBA programs.
- Maintain dissertation handbooks for both Ed.D. and DBA programs.
- Plan and assist with special events including doctoral residencies, investiture, workshops, seminars, and graduation.
- Coordinate graduate residency logistics including facility reservations, catering, materials preparation, and faculty travel reservations and reimbursements.
- Assist with residency faculty training/orientation.
- Collaborate with International Graduate staff on student communiques regarding residencies.
- Manage RSVPs for the residencies and coordinate student attendance records.
- Process payments for Doctoral Studies (residency expenses, dissertation committee, reviewer, and presenter payments).

- Assist Dean of Doctoral Studies with program administrative tasks and other duties as assigned.

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 the job. Duties, responsibilities and activities may change at any time with or without notice.

## **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/>
- Bachelor's degree is required; Master's degree preferred
- Strong written and verbal communication skills
- Proficient technical skills with Microsoft Word, Excel, and PowerPoint
- Skill in document and data management
- Ability to work some nights and weekends to support residencies

## **Application Process**

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>  
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.

## **Send or email complete application packet to:**

Dr. Monica French  
Director of Academic Administration  
[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)