



Director of Residency Logistics and Lead Event Planner

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 Residency Logistics is a key member of the Doctoral Studies Team who supports the Dean of Doctoral Studies and Executive Director of International Programs. This position will require a work schedule that may fall outside normal business hours, some weekends, and occasional travel at various times of the year due to residency events in the School of Business, School of Education, and International Graduate programs. These "residency" events are intended for international graduate students based in the US who are attending online classes in Belhaven's International Graduate Program. Each semester these students travel from all over the US for a weekend of in-person coursework and collegial interaction with their peers and professors.

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.

- Coordinate graduate residency logistics including facility reservations, catering, and materials preparation.
- Coordinate communications with faculty and staff for residency updates and logistical expectations.
- Manage faculty RSVPs, communiques, classroom assignments, travel reservations, and reimbursements.
- Assist with residency faculty training/orientation.
- Collaborate with International Graduate staff on student communiques regarding residencies.
- Collaborate with International Graduate staff to create rosters used for attendance records and classroom assignments.
- Assist Dean of Doctoral Studies with program administrative tasks and other duties as assigned.

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/>
- Bachelor's degree 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 travel and work some nights and weekends to support residencies

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.