

# **BELHAVEN UNIVERSITY**

## **DSO and Student Services Advisor for Graduate International Office**

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.

### **Description of Position**

The Graduate International DSO/Student Services Advisor primarily assist with supporting our international students by ensuring immigration and federal compliance along with processing immigration requests and advising so graduate international students can persist to graduation.

### **Responsibilities**

#### **Admissions Counselor**

- Supports graduate international students and their dependents as they navigate the U.S. immigration system and life in the U.S.
- Counsels graduate international students on all facets of their program and encourages them to persist to graduation.
- Maintains student enrollment records and degree completion planning and registration.
- Works with faculty to ensure that grades and attendance are reported in a timely manner; counsels students on attendance at required residencies.
- Prepares new student orientation and current student information sessions.
- Produces and distributes spreadsheets and reports on new student information, enrollment, and retention.
- Develops an in-depth understanding of the graduate programs and all issues related to the enrollment of international students.
- Supports international students and their dependents via email, phone, and in-person.
- Assists students with questions and refers them to the appropriate office/person.
- Participates in staff meetings, residencies, and other committee meetings as needed.
- Develops an in-depth understanding of all student services procedures.
- Other duties as assigned.

## **DSO**

Supports international students of specialized groups through the processing of immigration documents and requests through the Student and Exchange Visitor Information System (SEVIS) platform.

- Serves as Designated School Official (DSO) with the U.S. Department of Homeland Security for international students.
- Maintains international student records and navigates intricate immigration matters with multiple deadlines involved.
- Processes transfers, enters, signs, and issues various I-20 forms depending upon the specific immigration issue.
- Produces accurate and efficient document processing within office timelines and in compliance with federal regulations.
- Keeps open timely channels of communication with students concerning policies, procedures, and any changes in schedule or visa status
- Other 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's Vision, Mission, and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- A bachelor's degree is required; Master's degree is preferred
- Must be a U.S. citizen or U.S. permanent resident as required by federal regulations.
- Must be able to successfully pass a criminal background check, per federal regulations. Familiarity with immigration laws pertaining to F-1 and managing of SEVIS records is preferred.
- Good working knowledge of word processing, spreadsheet, and database applications
- Ability to multitask and work cooperatively with others
- Ability to work independently
- Excellent organizational skills
- Excellent customer and interpersonal skills
- Consistent attention to detail and sound judgment
- Ability to comprehend and communicate technical information effectively and diplomatically, as well as critical thinking
- Ability to relate well with the students and staff
- Strong verbal and written communication skills
- Experience working with international students is preferred.
- Ability and/or desire to work with diverse populations

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. 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 employee expectations. Should you receive a job offer, you will be asked to sign accepting this commitment.

Belhaven graduates are encouraged to apply.

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

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