

# BELHAVEN UNIVERSITY

<b>Position Title</b>	Adult, Graduate, and Online Enrollment Assistant/Part Time
<b>Department</b>	Adult, Graduate, and Online Enrollment
<b>Direct Supervisor</b>	Director of Online Admission

## Overview

The **Enrollment Assistant** will work closely with the Director of Online Admission in the coordination of the University's enrollment management plan for the Online program.

## Position Description

- Must have the ability to passionately articulate the educational mission of Belhaven University to prospective students.
- Must be self-disciplined to stay on task while working remotely. Must be able to accommodate the working hours of 5:00 PM CST to 9:00 PM CST Monday-Thursday and some designated Saturdays.
- Responsible for daily interaction with identified student inquiries. The telephone will be the primary means of communication and will be used to initiate first contact with prospective students. Will also connect with students by email and text. Timely communication is paramount.
- Must have general knowledge of Belhaven's program offerings and be proficient in website navigation and Recruit - CRM
- Engage students in conversation about their career objectives in order to help them identify the best Belhaven degree for their needs. Once degree options are identified, prompt for next steps in completing application and requesting official transcripts. Must be able to answer general admission questions and prepare prospective students for next steps.
- Encourage students to complete the FAFSA early in the enrollment process.
- Embrace and excel in a measured environment where daily, weekly and start information is monitored and used to create improved performance. All aspects of the job are measurable.
- Other duties as assigned by the supervisor.

## Qualifications

- Bachelor's degree preferred
- Possess both verbal and organizational skills
- Call Center Customer Service/Sales experience preferred
- Experience in college admission preferred. Candidate must possess strong communication skills and be task-oriented with attention to detail.

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the Enrollment Assistant position.
- 5) 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](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.

Only applicants who submit all five required items will be considered.

Interested applicants should send their information to [lbritt@belhaven.edu](mailto:lbritt@belhaven.edu) Lisa Britt, Director of Adult, Graduate, and Online Enrollment

No phone calls, please.

Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).