

BELHAVEN UNIVERSITY

Enrollment Counselor for Graduate Education Enrollment

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 have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The Business Office Representative supports the administration of services needed so that the business office can function in accordance with the university's mission to serve.

Responsibilities

- Responsible for daily interaction with identified students/candidates interested in a graduate or doctorate program in education. Will communicate with inquiries, all student applicants, and accepted applicants. Mediums of communication will include, but not limited to the telephone, travel, email, and face-to-face meetings.
- Develop relationships through events, conferences, email, campus visits with students and referral agents (businesses, pastors, alumni, etc.) to generate inquiries and applications.
- Engage students in conversation about their college choice. Help them understand which program is best for them.
- Stay informed of the "competition." Know what other colleges' activities are in order to make suggestions or recommendations on how strategies at Belhaven can be improved. Become familiar and use electronic sources of information to assess and identify benchmark practices (The College Board; NACAC; Southern Regional Education Board, Thompson/Petersons).
- Implement strategies intended to influence decision-making throughout all stages of the enrollment funnel.
- Learn and be confident in sharing admission procedures and requirements to prospective students.
- Ability to use Recruit and Colleague
- Prepare and maintain appropriate records and reports for the purpose of monitoring recruitment strategies (expense reports, contact reports, visit reports, etc.)
- Work closely with the office of student financial planning to provide accurate information concerning all aspects of the financial aid process.
- Participate in professional development activities involving the Division of Adult, Graduate, and Online Enrollment.

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

- A Bachelor's degree is required.
- Preference will be given to graduates of Belhaven University or a Christian College Graduate at the Master's or Bachelor's degree-level.
- The candidate must possess both verbal and organizational skills and exude an affable demeanor with the willingness to engage the public and academic communities on behalf of the University.
- Experience in college admission, marketing, or counseling is desired but not necessary if the candidate possesses strong communication skills and is task-oriented.

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 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 required items will be considered.

Send, or email complete application packet to:

Renea Brandon
Director of Graduate Education Enrollment
Belhaven University
No phone calls, please
Email: rbrandon@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.