

# **BELHAVEN UNIVERSITY**

## **Executive Assistant to the Vice President of Student Development**

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 Executive Assistant to the Vice President of Student Development is responsible for assisting the Vice President of Student Development in the overall administration of the department of Student Development. The Executive Assistant seeks to enhance the mission of the University by partnering with faculty, staff, and students in the common goal of developing mature and discerning men and women who seek to impact the world through service to Christ and others. The Executive Assistant is responsible for the secretarial, clerical, and administrative duties in the department of Student Development including data input, file management, electronic correspondence, phone calls, scheduling, and report generation. The Executive Assistant also serves as the welcoming receptionist for the Office of Student Development and assists the department in event coordination and interaction with faculty, staff, and students. Furthermore, the Executive Assistant enables the Vice President of Student Development to increase his/her efficiency and effectiveness. This position reports directly to the Vice President of Student Development.

### **Responsibilities**

- Serve as the initial point of contact for faculty, staff, students and the public that are seeking assistance from the office of Student Development.
  - Answer and coordinate incoming phone calls and walk-in visits
- Perform general office duties such as reception, typing, word processing, filing duplication, and distribution of materials and email
  - Manage Student Development email account
- Maintain the Vice President of Student Development's calendar by scheduling and arranging meetings
- Maintain budgetary records for the entire department of Student Development
- Assemble materials and prepare letters/emails as needed by the Vice President of Student Development to respond to requests or to conduct his/her work efficiently
- Maintain filing systems (hard and digital) to ensure the prompt availability of accurate information
  - Assist in the process of updating assorted student life forms and signs
- Process outside inquiries regarding alumni student conduct
  - Process re-entry clearance forms from the Admissions Office
- Order supplies for the department of Student Development
- Track room assignments and changes in the residence halls and resolve problems in accordance with established procedures
  - Be trained and able to navigate StarRez, PortalX, and Colleague
- Respond to inquiries, problems, and complaints related to housing from staff, students, and parents
- Coordinate the recruitment, selection, training, and scheduling of any student worker(s)
- Serve as requested in residential department meetings, university meetings, and/or committees
- Serve as a part of the chapel staff every Tuesday morning
- Maintain the conference room and common areas in all Student Development office spaces
- Perform any other duties or tasks assigned by the Vice President of Student Development

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 Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- A Bachelor's degree is highly preferred but not necessary.
- Previous experience in an administrative role is also preferred but not necessary.
- Must have the ability to work independently, organize and manage priorities, handle multiple projects, problem solve and exercise good judgment in a dynamic environment.
- The ability to adapt quickly and possess strong technology skills (including advanced knowledge of Microsoft Office products, with emphasis on Word and Excel applications) is required.
- Attention to detail and proficiency in office technology is essential.
- Professional communication skills with diverse audiences including faculty, staff, students, and community leaders will be important.
- Must be willing to work occasional evening and weekend hours.
- Must be sensitive and respectful of proprietary and confidential information.

### **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>  
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.**

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

Office of Student Development  
sdevelopment@belhaven.edu

No phone calls, please. Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).

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