



Faculty Credentialing Coordinator

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

Belhaven University is a Christ-centered institution, and the Faculty Credentialing Coordinator should reflect that mission in both faith and service to students, staff, and faculty. The Faculty Credentialing Coordinator supports the university's academic operations by coordinating the credentialing process for newly hired faculty, adjunct instructors, and other employees assigned instructional responsibilities. Working closely with deans, department chairs, and academic administration, this position collects and reviews credentialing documentation, maintains accurate instructor profiles, and tracks credentialing requests through the university's review and approval process.

The coordinator maintains the university's credentialing system to reflect approved courses and degree programs, inactivates outdated courses, and ensures instructor records remain current. This position serves as a central point of contact for credentialing questions and promotes accuracy, completeness, and consistency in documentation and data entry across academic departments. Maintaining strict confidentiality and exercising discretion in handling sensitive personnel information are essential responsibilities of this role.

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 credentialing for new faculty, adjunct instructors, and other employees assigned to teach, working with deans and department chairs to document qualifications, obtain required materials, and route submissions for academic review and final approval. Track requests, follow up on missing information, and communicate progress to support completion before instruction begins.
- Review official transcripts, résumés, or curricula vitae, professional licenses, certifications, and other supporting materials for completeness and compliance with university credentialing procedures.
- Verify teaching assignments each term against approved credentialing records and coordinate additional reviews when qualifications, proposed assignments, or curriculum changes warrant updates. Work with deans and chairs to resolve documentation gaps and promptly refer unresolved concerns to the appropriate academic administrator.
- Maintain accurate, complete, and current instructor profiles and credentialing records, including degrees, professional credentials, relevant experience, supporting documentation, approval decisions, and approved teaching areas or courses.

- Apply consistent templates, naming conventions, terminology, formatting, and data standards across academic departments. Periodically review records for incomplete documentation, outdated profiles, discrepancies, duplicates, and omissions, and coordinate corrections.
- Coordinate with the Registrar's Office and academic departments to reflect approved course and degree program additions, revisions, and inactivations in the credentialing system, preserving historical records and supporting documentation according to university procedures.
- Serve as the primary credentialing contact for faculty, adjunct instructors, deans, and chairs. Collaborate with academic leadership to maintain procedures, forms, checklists, and guidance materials, and communicate approved changes to affected personnel.
- Prepare and maintain credentialing rosters linking instructors, assigned courses, qualifications, and supporting justifications. Compile reports and documentation for academic planning, institutional reviews, and accreditation activities.
- Maintain strict confidentiality of personnel records, academic credentials, and other sensitive information. Exercise sound judgment in accessing, discussing, and sharing records, limiting disclosure to authorized individuals with a legitimate university business need and following university policies.
- Recommend improvements to credentialing workflows, communication, documentation standards, and record maintenance.
- Collect and track instructor course syllabi and office hours each semester, follow up on missing submissions, and maintain organized, current records.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution.
- Strong organizational skills and attention to detail, with the ability to manage multiple requests and deadlines.
- Ability to maintain accurate, complete, and consistent documentation and database records.
- Excellent written, verbal, and interpersonal communication skills, with the ability to collaborate effectively with faculty, academic leaders, and administrative staff.
- Proficiency in Microsoft Office Suite, database systems, and electronic document management tools.
- Ability to interpret and consistently apply policies, procedures, and documentation standards.
- Ability to maintain strict confidentiality and exercise discretion and sound judgment when handling sensitive personnel information.
- Ability to learn new systems and adapt to changing processes and procedures.
- 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/>

Preferred Qualifications

- Experience in higher education administration, academic support, records management, human resources, or a related field.
- Experience with faculty or adjunct credentialing, including reviewing academic transcripts and documenting instructor qualifications.
- Familiarity with university curricula, accreditation documentation, and institutional recordkeeping practices.
- Experience maintaining credentialing databases or related academic information systems.
- Experience developing or maintaining standardized forms, procedures, and data entry guidelines.

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.