

# BELHAVEN UNIVERSITY

## Graduate Research & Residency Support Specialist

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 Graduate Research and Residency Support Specialist is a key member who supports the Director of Graduate Research and Residency Support and the Dean of Doctoral Studies. This position requires a work schedule that falls outside normal business hours, weekends, and includes occasional travel at various times of the year due to residency events in the School of Business, School of Education, and International Graduate programs.

## Responsibilities

### Graduate Research Support – Dissertation Committee Process Management

- Manage documents for dissertation processes and approvals in collaboration with School of Education and School of Business.
- Coordinate communications with faculty, students, and staff for program updates and deadlines.
- Process payments for Doctoral Studies (residency expenses, dissertation committee, reviewer, and presenter payments).
- Coordinate dissertation reviews and feedback processes.
- Provide student support and track dissertation progress for students in both Ed.D. and DBA programs.
- Coordinate and schedule in-person and virtual dissertation support sessions, workshops, trainings, and oral defenses for doctoral students, dissertation committees, and doctoral studies team.
- Plan and assist with special events including doctoral residencies, investiture, workshops, seminars, and graduation.
- Manage student pre-registration RSVPs for the residencies and organize student attendance records.
- Manage communiques by cohort with term announcements and deadlines
- Prepare documents and pre-review summaries for Dissertation Support Sessions
- Manage the dissertation review process flow, including research, IRB, and APA/Content reviews
- Manage the action research project flow in coordination with Dean of Doctoral Studies

### Residency Support – Event Planning & Logistics

- Coordinate graduate residency logistics including facility reservations, catering, and materials preparation.
- Coordinate communications with faculty and staff for residency updates and logistical expectations.
- Manage faculty RSVPs, communiques, classroom assignments, travel reservations, and reimbursements.
- Assist with residency faculty training/orientation.
- Collaborate with International Graduate staff on student communiques regarding residencies.
- Collaborate with International Graduate staff to create rosters used for attendance records and classroom assignments.
- Assist Dean of Doctoral Studies and Director of Graduate Research and Residency Support with program administrative tasks and other duties as assigned.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for the job. Duties, responsibilities, and activities may change at any time with or without notice.

## **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/>
- Bachelor's degree required; graduate experience preferred
- Strong written and verbal communication skills
- Proficient technical skills with Microsoft Word, Excel, and PowerPoint
- Skill in document and data management
- Ability to travel and work some nights and weekends to support residencies

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Interest
- Resume
- Reference List with contact information (including personal Pastor)
- A brief account (750 words or less) 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 accept this agreement by signing it.

### **Email the complete application packet to:**

Monica French

Assistant VP for Academic Administration

[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)

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