



Graduate Research 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 has equally led the way among Christian schools in establishing robust online degree programs.

Position Overview

The Graduate Research Support Specialist is a key member of the Doctoral Studies Team who supports the Dean of Doctoral Studies and research processes in both the School of Education and School of Business. The Graduate Research Support Specialist tracks graduate student research progress, coordinates reviews, and manages various administrative tasks within the Doctoral Studies unit. Additional responsibilities include planning and hosting events in the School of Business and School of Education, including semi-annual doctoral investiture services and Doctor of Education program residency events.

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.

- Dissertation committee process management and tracking
- 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

Qualifications

- 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/>
- Bachelor's degree required; Master's degree preferred
- Strong written and verbal communication skills

- Proficient technical skills with Microsoft Word, Excel, and PowerPoint
- Skill in document and data management
- Experience with Colleague and Tableau

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.