



Program and Special Projects 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.

Position Overview

The Program & Special Projects Coordinator provides high-level administrative, operational, and project coordination support to the Chair and Director of the DBA and PhD Programs. This role is central to keeping a large and rapidly growing doctoral program running smoothly, supporting day-to-day program operations, faculty and student communications, committee and dissertation-process tracking, event and residency logistics, and a rotating slate of special projects. The ideal candidate is highly organized, discreet with sensitive information, comfortable managing multiple priorities, and able to work independently while keeping the Director informed. This is a part-time, hybrid position with flexibility around core hours to be arranged with the Director. Some evening or weekend availability may be required around residency dates and major program deadlines.

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.

Executive & Administrative Support

- Assist with the Director's calendar as needed, and manage the program's schedules, events, and correspondence; prepare agendas, briefing materials, and follow-up notes.
- Triage and route incoming faculty, student, and staff communications; draft routine correspondence for the Director's review.
- Maintain organized digital filing systems for program documents, policies, rubrics, and handbooks.

Program Operations

- Support dissertation committee and chair-assignment processes, including tracking status in the DBA Committee Central (Canvas) system.
- Assist with onboarding communications for new faculty, teaching assistants, and adjuncts.
- Help maintain program handbooks, rubrics, and course/curriculum documentation, ensuring version control and accuracy.
- Track key program metrics and deadlines (enrollment, grading turnaround, comprehensive exam cycles, residency milestones) and flag issues proactively.
- Assist with accreditation documentation requests and audits as needed.

Events & Residency Logistics

- Coordinate logistics for student residencies and program events (venue and vendor communication, registration tracking, materials preparation, on-site support).

- Serve as an additional point of contact, alongside other departmental team leads, for attendees before and during events, resolving day-to-day logistical questions.

Special Projects

- Lead or support special projects assigned by the Director, for example, new program launches, process documentation, reporting dashboards, or cross-departmental initiatives.
- Conduct research and prepare summaries, drafts, or presentations to inform program decisions.
- Identify opportunities to streamline recurring processes and propose improvements.
- Serve as the main Registrar's Office representative to set up processes for servicing graduate students in international partnerships
- Provide input in the processes setup for servicing these students by other office personnel when these partnerships flow into already established processes
- Leverages technology to increase departmental efficiency and support institutional growth
- Work with the International Graduate Office to ensure that international students in specialized programs have complete and accurate academic records from the time of final admittance to degree completion
- Provide support to all students as needed through Perceptive Content, the phone system, and the ticket system
- Knowledge of academic policies and procedures
- Strong problem-solving, analytical, and prioritization skills with the ability to set goals and drive tasks to completion
- Familiarity with student records laws and regulations; ability to assess, plan, and restructure departmental operations for growth

Required 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 in business, education, communications, or a related field (or equivalent professional experience).
- 2+ years of experience in an administrative, coordinator, or project support role, ideally in higher education or another complex, fast-paced organization.
- Exceptional organizational skills with the ability to manage multiple deadlines and shifting priorities.
- Strong written and verbal communication skills, with sound judgment in handling confidential and sensitive information.
- Proficiency with standard office and collaboration tools (Microsoft Office/Google Workspace); comfort learning new systems quickly.
- A self-starter who works well independently and as part of a small team.

Preferred Qualifications

- Experience with Canvas or another learning management system.
- Familiarity with graduate or doctoral program operations, dissertation processes, or academic committee structures.
- Experience coordinating events, conferences, or multi-day residencies.
- Master's degree in a related field.

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.