

# **BELHAVEN UNIVERSITY**

## **Publication and Document Review 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 employee in this full-time position will work under the supervision of the Publication Coordinator for Doctoral Studies to perform the steps necessary for the publication of approved dissertation manuscripts from the School of Education and the School of Business.

## **Responsibilities**

- establish and execute a tracking system for the publication of Belhaven University dissertations
- review successfully defended dissertations for the completion of acceptable post-oral defense revisions
- review successfully defended dissertations for compliance with the American Psychological Association Publication Manual (7<sup>th</sup> edition) and Belhaven University dissertation standards
- collect faculty and administrators' signatures (remotely or in-person) for successfully defended dissertations
- submit dissertations to ProQuest for publication and track the successful publication of the dissertations
- order printed and bound copies of dissertations and distribute bound copies to the graduate, the committee chair, the appropriate degree-granting School, and the Belhaven University library
- communicate with graduates, ProQuest, the preferred printer, and University personnel to complete the tasks assigned to the position
- provide written weekly reports to the Publication Coordinator on work-in-progress and dissertations in the publication queue
- when needed, assist the Publication Coordinator with the review of yet-to-be-defended dissertations

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/>
- minimum of a bachelor's degree, graduate school experience preferred
- knowledge of American Psychological Association Publication Manual (7<sup>th</sup> edition) standards; proficiency preferred
- proofreading/editing skills
- careful attention to detail required
- recordkeeping skills/organizational skills
- excellent written communication skills
- proficient in using Microsoft Word software and performing simple internet searches
- ability to foster pleasant professional work relationships

## **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.