

BELHAVEN UNIVERSITY

Records Analyst

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 1,000 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 the Position

The Records Analyst should demonstrate a heart for Christ and for our students. The Registrar Office serves as the custodian of academic records, ensures their accuracy, confidentiality and compliance with FERPA and DOE guidelines. The Records Analyst is responsible for maintain and updating student and course related data.

Responsibilities

The Records Analyst serves Belhaven by processing admission records and transcripts for all incoming Belhaven University students. These processes include, but are not limited to:

- Process records for all incoming online, traditional, and dual-enrollment students
- Update student records and degree audits for program changes
- Evaluate transcripts for transfer credits for online and traditional campus students
- Enter necessary course subs and waivers
- Update student records for location and advisor changes
- Process daily transcript requests through National Student Clearinghouse
- Update Colleague database as needed
- Answering student and staff inquires via phone and email

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
- Excellent interpersonal and communication skills
- Excellent customer service skills
- Attention to detail
- Ability to learn and adapt to new processes easily

- Excellent verbal and written communication skills
- Ability to work and manage projects with frequent interruptions

Application Process

Interested applicants may make application by submitting:

- Letter of interest
- Resume
- Reference list with contact information (including personal Pastor)
- Statement of faith, including description regarding how the candidate would seek to integrate their faith into the position.
- 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 employee expectations.

Should you receive a job offer you will be asked to sign accepting this commitment.

Only applicants who submit all five required items will be considered.

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

Send, or Email complete application packet to:

Monica French
Director of Academic Administration
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: mfrench@belhaven.edu