

BELHAVEN UNIVERSITY

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.

Description of Position

Position: Residency Coordinator for International Graduate Office

The Residency Coordinator for the International Graduate Office supports the administration of services needed for graduate international students' matriculation and success at Belhaven University.

Responsibilities

- Provides general student advising on all facets of their program and encourages them to persist to graduation
- Monitors the International Graduate Office (IGO) email account
- Contributes in Residency planning and communications
- Oversees Residency Records/Compliance
- Assist with student financial accounts,
- Manage referral award program and reporting
- Assists and prepares new student Orientation and current student information sessions
- Produces and distributes spreadsheets and reports on residency attendance, enrollment, and retention
- Develop an in-depth understanding of the graduate programs and all issues related to the enrollment of international students
- Participates in staff meetings and other committee meetings as needed
- Serves as a DSO for international students. (Must be a U.S. citizen or permanent U.S. resident to fulfill this role)
- Develops an in-depth understanding of all student services procedures
- Supports the Director and the Graduate International Office
- Other duties as assigned

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University's Vision, Mission, and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- A bachelor's degree is required; Master's degree is preferred
- Belhaven graduates are encouraged to apply
- Must possess qualifications to become a Designated School Official (DSO)
- Excellent verbal and organizational skills are required for this position
- Experience working with international students is desired

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

Send or email the complete application packet to:

Dr. Monica French

Academic Affairs Project Manager

mfrench@belhaven.edu