



Residency Logistics Specialist and Assistant Event 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 Residency Logistics Specialist (Assistant Event Coordinator) is a key member of the Doctoral Studies Team who supports the Dean of Doctoral Studies and Executive Director of International Programs. This position will require a work schedule that falls outside normal business hours, some weekends, and occasional travel at various times of the year due to residency events for all International Graduate programs. These "residency" events are intended for international graduate students based in the US who are attending online classes in Belhaven's International Graduate Program. Each semester these students travel from all over the US for a weekend of in-person coursework and collegial interaction with their peers and professors.

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.

- Assist the Director of Residency Logistics with event planning for School of Business and School of Education Residencies
- Coordinate graduate residency logistics including facility reservations, catering, managing contracts, contracting equipment vendors, and ordering marketing supplies
- Ability to manage multiple timelines, predict class sizes and venue needs based on returning students and future/incoming admission predictions, and book venues to publish future dates for other departments' planning needs
- Coordinate communications with faculty and staff for residency updates and logistical expectations.
- Manage faculty RSVPs, communiques, classroom assignments, travel reservations, and expense reports for reimbursements.
- Assist with residency faculty training/orientation.
- Collaborate with International Graduate staff on student communiques regarding residencies.
- Collaborate with International Graduate staff to create rosters used for attendance records and classroom assignments.
- Assist Dean of Doctoral Studies and Director of Residency Logistics with program administrative tasks and other duties as assigned.

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 preferred; candidates with comparable work experience/skills considered
- Strong written and verbal communication skills

- Proficient technical skills with Microsoft Word, Excel, and PowerPoint; experience with Tableau
- Skill in document and data management
- Ability to travel and work some nights and weekends to support residencies

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.