

BELHAVEN UNIVERSITY

Special Partnerships 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

Belhaven University is a Christ-centered institution, and the Special Partnerships Coordinator should reflect that mission in both faith and service to students. The ideal candidate has a heart for Christ and for our students. The Registrar's Office serves as the custodian of academic records, ensuring their accuracy, confidentiality, and compliance with FERPA and ED guidelines. The Special Partnerships Coordinator is responsible for implementing processes for managing the admittance and scheduling of specialized partnerships. In addition, this individual serves as the Registrar's liaison to international students in specialized graduate programs. The Special Partnerships Coordinator is responsible for ensuring that processes are in place to address the needs of students enrolled in these programs in a timely and efficient manner.

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.

- 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

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 required
- Strong verbal and written communication with diverse populations; excellent customer service and interpersonal skills
- Ability to interface with students whose primary language is not English
- Ability to analyze a situation and design an efficient and effective process to meet student needs
- Attention to detail

- Ability to learn and adapt to new processes easily
- Ability to work and manage projects with frequent interruptions
- Proficient in Microsoft Office Suite

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.