

BELHAVEN UNIVERSITY

Special Partnerships Coordinator

Belhaven University, a Christian institution committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Special Partnerships Coordinator at the Jackson, Mississippi campus. The ideal candidate has 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 Special Partnerships Coordinator is responsible for implementing processes for managing the admittance and scheduling of specialized partnerships. In addition, this individual functions as the registrar's liaison serving international students in specialized programs for adult, online and graduate students. The Special Partnerships Coordinator is responsible to ensure that processes are in place to ensure needs of students enrolled in these programs are addressed in a timely and efficient manner.

Responsibilities

- Serve as the main registrar's office representative to setup processes for servicing adult, online and graduate students in all specialized partnerships.
- Provide input in the processes setup for servicing these students by other office personnel when these partnerships can flow into already established processes.
- Work with the BU 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 Image Now, the phone system and the ticket system.

Qualifications

- Bachelor's degree required
- Excellent interpersonal and communication 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
- 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

Applicants must be able to articulate a Christian worldview in one's teaching and academic discipline and fully support the [University vision, mission and statement of faith](#). The candidate should contribute to the spiritual and academic fellowship of the University.

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How to Apply

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Qualifications described above
- Resume, including contact information for at least 3 professional references
- A brief account (750 words or less) of your spiritual pilgrimage including the time and circumstances surrounding becoming a believer in Christ, your current relationship with Christ, and how you would seek to integrate your faith into this role.

[Follow this link](#) 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.

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

Please have all application materials sent to:
Dr. Monica French, Academic Affairs Project Manager
mfrench@belhaven.edu.