

BELHAVEN UNIVERSITY

Student Services Advisor for the Graduate International Office

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Student Services Advisor for the Graduate International Office who has a heart for Christ Jesus and students.

Description of Position

The Student Services Advisor for the Graduate International Office will support the administration of services needed so graduate international students can persist to graduation and support the Project Manager for the Graduate International Office.

Responsibilities

- Counsels graduate international students on all facets of their program and encourages them to persist to graduation
- Assists students with inquiries and refers them to the appropriate office/person
- Keeps open timely channels of communication with students concerning policies, procedures, and any changes in schedule or visa status
- Maintains student enrollment records and degree completion planning and registration
- Works with faculty to assure that grades and attendance are reported in a timely manner; counsels students on attendance at required residencies
- Prepares new student Orientation and current student information sessions
- Produces and distributes spreadsheets and reports on new student information, enrollment and retention
- Develops an in-depth understanding of the graduate programs and all issues related to enrollment of international students
- Processes all course withdrawals, program withdrawals, no starts, drops, program changes and I-20 changes
- Participates in staff meetings and other committee meetings as needed
- Functions as the back up Designated School Official (DSO)
- Develops an in-depth understanding of all student services procedures
- Other duties as assigned

Qualifications

- Bachelor's degree from an accredited college or university or higher in a related field is required
- Master's degree is preferred
- Must possess qualifications to become a DSO
- Excellent oral and written communication skills are essential
- Experience working with international students is desired

Applicants must be able to fully support the [University vision, mission and statement of faith](#) and contribute to the spiritual and academic fellowship of the University.

Application Process

To be considered for this position, a complete application packet must be received. Complete Application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualification
- 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:
http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.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 complete application packet to:

Monica French
Project Manager for Academic Affairs
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: mfrench@belhaven.edu

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