

BELHAVEN UNIVERSITY

University Registrar

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 1,000 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education and has also led the way among Christian schools in establishing robust online degree programs.

Position Overview

The Registrar should demonstrate 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 Registrar participates in the design and implementation of policies for student records and is responsible for day-to-day decisions on records management.

Functions and Responsibilities

The Registrar's responsibilities include, but are not limited to:

- Managing the staff and daily operations of the Registrar's office
- Establishing and maintaining short-term and long-term department goals, objectives, policies, and procedures
- Acting as a visionary leader knowledgeable of industry best practices for traditional undergraduate, graduate, and online programs and students
- Leveraging cutting-edge technology to increase the department's efficiency, effectiveness, and the ability to support institutional growth in enrollment and academic offerings
- Developing and publishing University documents such as the academic calendar, catalog, and course schedules
- Ensuring the catalog, degree audits, and student plans accurately reflect degree and program requirements
- Recommending and participating in the development, documentation, and implementation of university policies and procedures related to degree and program requirements, student planning, student registration, academic records, class schedules, classroom assignments, and graduation requirements
- Coordinating and executing, with the Commencement Specialist, all graduation ceremonies and honors convocations
- Developing and monitoring the annual department budget
- Participating in University committees as assigned
- Representing the University externally to governmental agencies, vendors, students, and their parents

Please note that this job description is not intended to cover or list in full the activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

- The successful candidate must articulate a Christian worldview in their area of service and must fully support the University's Vision, Mission, and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- Bachelor's degree required and Master's degree preferred with 5 years of experience in a registrar setting
- Attention to detail
- Excellent interpersonal, written, and communication skills
- Excellent customer service skills
- Skilled in decision-making and problem-solving.
- Excellent project management skills
- Ability to work with frequent interruptions
- Ability to meet deadlines
- Ability to delegate
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments
- Ability to foster a collaborative work environment
- Understand the rules, regulations, and laws regarding student records
- Capacity to plan, assess, and evaluate departmental goals
- Ability to learn and adapt to new processes easily and recommend improvements when needed
- Skilled in examining and restructuring operations and procedures for future growth
- Knowledge of Colleague and Perceptive Content
- Knowledge of Canvas and Tableau preferred
- Proficient in Microsoft Office software such as Excel and Word

Application Process

Interested applicants may make an application by submitting the following:

- Letter of interest
- Resume
- Reference list with contact information (including personal Pastor)
- Statement of faith, including a description of how the candidate would seek to integrate their faith into the position.
- 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, which includes our employee expectations. Should you receive a job offer, you will be asked to sign and accept this commitment.

Only applicants who submit all five required items will be considered.

Email the complete application packet to:

Dr. Monica French

Assistant Vice President for Academic Administration

Email: mfrench@belhaven.edu

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