

BELHAVEN UNIVERSITY

Executive Director of Student Engagement

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 have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The Executive Director of Student Engagement is a full-time professional who is responsible for various sectors of the Student Development department. This role is designed to provide vision and leadership for student engagement efforts for the traditional undergraduate Belhaven campus. The Executive Director of Student Engagement's efforts are targeted to increase retention rates by assessing and enhancing all aspects of Student Development including student events, student organizations, leadership opportunities, service opportunities, ministries, intramurals, and new student programs. This role also assists with other student development staff in fostering a just and caring community in which students can grow academically, spiritually, socially, and emotionally. The Executive Director of Student Engagement seeks to enhance the mission of the University by partnering with faculty, staff, and students in the common goal of developing mature and discerning men and women who seek to impact the world through service to Christ and others. This position reports to the Vice President for Student Development and provides supervision and support for the Student Development Director, Student Events Director, and the Intramural Graduate Assistant.

Responsibilities

1. Work in conjunction with and meet regularly with the Vice President for Student Development.
2. Supervise the Student Development Director, Student Events Director, and the Intramural Graduate Assistant.
3. Provide vision and leadership for all aspects of Student Development.
4. Establish trackable goals and objectives that are consistent with the mission of the University.
5. Record and analyze data in order to make strategic decisions about opportunities offered to Belhaven students.
6. Partner and collaborate with other departments for student events and programming.
7. Approve all Campus Life News promotions and create and distribute the Campus Life News each week.
8. Create and distribute the Parent Newsletter each month.
9. Assist with campus event programming throughout the year.
10. Oversee all aspects of the Belhaven Leadership Council along with other Student Development personnel.
11. Coordinate publicity, create scheduling, and conduct the execution of Student Leadership applications, interviews, and selection.
12. Supervise and assist with orientation programming in conjunction with other Student Development personnel and Admissions.
13. Supervise and assist with Welcome Week programming in conjunction with other Student Development personnel.

14. Supervise planning and execution of Fall and Spring Training for Belhaven Leadership Council and Peer leaders along with other Student Development personnel. Work with Residence Life Staff to coordinate Resident Assistant training.
15. Create and foster relationships with students. Mentor students on an ongoing basis and supervise work study students.
16. Meet with community partners and alumni to foster relationships for service, ministerial and student opportunities.
17. Approve and oversee placement of any flyers to be placed on the University campus.
18. Serve as a part of the chapel staff on Tuesday mornings under the guidance of the Vice President for Student Development.
19. Manage budgetary records in conjunction with the Vice President for Student Development.
20. Perform any other duties or tasks assigned by the Vice President for Student Development

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- A Bachelor's degree is required for this position, while a Master's is preferred. Degrees in the area of Educational Leadership, Postsecondary Administration, Student Affairs, and Higher Education are also preferred. Experience in Student Development, Student Affairs, and/or Residence Life is preferred.
- Must have the ability to work independently, organize and manage priorities, problem solve and exercise good judgment in a dynamic environment.
- Professional communication skills with a diverse student group will be important.
- Must be sensitive and respectful of proprietary and confidential information.
- The Executive Director of Student Engagement must possess the knowledge, skills, and abilities to perform the essential functions of the position along with a demonstrated ability to work with college students.
- The individual must understand and be personally and professionally committed to a Biblical world-view that integrates Christian faith with the learning environment as emphasized in the mission of Belhaven University.
- Candidates must fully support the vision, mission, and statement of faith at Belhaven University found at <https://www.belhaven.edu/belhaven/mission>.
- Candidates must be flexible with working hours, including weekends and holidays.

Application Process

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.

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the position.
- 5) 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.

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

Interested applicants should send their information to:

Office of Student Development

sdevelopment@belhaven.edu

No phone calls, please. Additional information about Belhaven University may be found at www.belhaven.edu.

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