

BELHAVEN UNIVERSITY

Assistant Director of International Graduate Office

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 Assistant Director for the International Graduate Office is responsible for the administration of services needed for international graduate students' matriculation and success at Belhaven University. The Assistant Director will support the director, department, programs, and university in achieving its success, goals, and missions.

Responsibilities

- Represents the University and disseminates appropriate information about the University to prospective students and other interested parties.
- Responsible for contributing to and maintaining the International Graduate Office policy and procedures manual and providing training for International Graduate Office staff.
- Maintains data and generates reports on a regular basis to support University international initiatives
- Collaborate with the Director to address program issues and opportunities to develop comprehensive strategies to achieve annual target enrollment goals.
- Coordinates with the Director to ensure compliance with federal and state regulations.
- Works to maintain the integrity of the student database (from admission to permanent records) in order to ensure complete accuracy for institutional records and state and federal reporting.
- Develops and maintains a quality student-centered customer service model
- Develop an in-depth understanding of the international hybrid graduate programs
- Participates in staff meetings and other committee meetings as needed
- Provides training and support to staff members.
- Serves as a resource for requirements, regulatory changes, and updates to international student laws and procedures.
- Supports the Director and the International Graduate Office
- Assist in Mandatory Residencies
- Responsible for BioSig monitoring, communications, and reporting

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

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- A bachelor's degree is required; Master's degree is preferred
- Belhaven graduates are encouraged to apply
- Excellent verbal and organizational skills are required for this position
- Experience with developing and coordinating programs
- Demonstrated skills in successfully managing complex situations.
- Problem-solving and conflict-management skills.
- Ability to manage multiple tasks of varying priority on a regular basis.
- Experience working with international students is desired

To apply, please submit the following:

- 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. 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.

Send materials, confidential questions, and/or nominations to:
Monica French, Project Manager for Academic Affairs
email: mfrench@belhaven.edu

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