

# **BELHAVEN UNIVERSITY**

## **Campus Visit and Event Coordinator**

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 campus visit and event coordinator position supports the admission office and university by developing relationships with students, counselors, alumni and other referral agents.

## **Responsibilities**

- Develop relationships during visits with students, counselors, alumni, and other referral agents to generate inquiries and applications.
- Organize and lead in planning special events on and off campus.
- Coordinate prospective student visits to campus
- Communicate with prospective students, parents, and campus constituents the details of campus visit
- Work closely and communicate regularly with campus constituents in planning and organizing large events on campus
- Coordinate admission counselor events off campus
- Responsible for recruiting traditional students for Belhaven's main traditional campus
- Stay informed of the "competition." Know what other colleges' activities are in order to make suggestions or recommendations on how strategies at Belhaven can be improved.
- Follow up on prospect files through letters, phone calls, and other appropriate correspondence to generate applications and to keep applicants informed.
- Work closely with leadership to learn and implement admission procedures
- Ability to use Recruit and Colleague to keep records for follow up
- Prepare and maintain appropriate records and reports for the purpose of monitoring recruitment strategies (expense reports, contact reports, visit reports, etc)
- Travel as needed.
- 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.
- The candidate must possess both verbal and organizational skills and exude an affable demeanor with the willingness to engage the public and academic communities on behalf of the University.

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

## 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 qualifications
- 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 <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.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.

## Email complete application packet to:

Bailey Ketteringham  
Associate Director of Admission  
[bketteringham@belhaven.edu](mailto:bketteringham@belhaven.edu).