

BELHAVEN UNIVERSITY

Graduate Education Enrollment Specialist

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 enrollment specialist supports the administration of recruitment and retention of graduate education students throughout the enrollment process, as well as their persistence to graduation.

Responsibilities

- Responsible for daily interaction with identified students/candidates interested in a graduate or doctorate program in education
- Must have the ability to passionately articulate the educational mission of Belhaven University to prospective students through a variety of mediums including but not limited to, phone, email, virtual platforms, and face-to-face meetings
- Develop relationships during travel with applicants, current and prospective students, alumni, k-12 administration, and other referral agents to generate inquiries and applications
- Initiate and coordinate information meetings/appointments with prospective students, cohort, and K-12 schools and school districts/administration
- Ability to learn and use the Colleague/Recruit database
- Prepare and maintain appropriate records and reports for the purpose of monitoring recruitment results, enrollment records, and degree completion planning and registration
- Counsel and advises new education students on all facets of the programs and encourages them to persist to graduate
- Keep open timely channels of communication with students concerning policies, procedures, and any changes in schedule
- Review website, catalog, and student handbook regularly for revisions/updates
- Develop in-depth understanding of Student Service procedural manual for Online Student Services
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- 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
- Participate in professional development activities involving the Division of Adult, Graduate, and Online Enrollment
- Other duties as assigned by the supervisor

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; preference will be given to graduates of Belhaven University or a Christian College Graduate at the Master's or Bachelor's degree-level.
- 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.
- Experience in college admission, marketing, or counseling is desired but not necessary if the candidate possesses strong communication skills and is task-oriented.

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.

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

Email complete application packet to:

Renea Brandon
Director of Graduate Education Enrollment
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