

# Institutional Research Associate

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Institutional Research Associate who has a heart for Christ Jesus and students at the Jackson, Mississippi campus.

## Responsibilities

Responsibilities include coordinating the institutional research processes for multiple campuses (including the online campus). Complete external surveys that regularly request information from the institution; this includes IPEDS, US News, College Board, etc. Administer teacher evaluations and general education assessments. This position will also be responsible for collecting and archiving student portfolio papers that are used for ongoing assessment.

## Qualifications

A baccalaureate degree is required for this position. An analytically minded person is needed who enjoys research and assessment and can contribute to the improvement of the campus efforts in these functions. Superior technology skills and the ability to adapt quickly. Prior experience manipulating databases and querying for reports is required. PowerCampus experience is preferred. 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:

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Requirements described above.
- Vita
- Describe your personal faith in a non-creedal form
- Describe how you are active currently in a local church
- Names of four references (including your local pastor) – please provide phone numbers, addresses and nature of relationship
- Transcripts (all undergraduate and graduate)

### To:

Lori Farmer  
Executive Assistant to Sr. VP & Provost  
Belhaven University  
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Jackson, MS 39202