

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Coordinator for On-Line, Non-Traditional & Graduate Education, Administrative Assistant for the Associate Dean of On-line, Non-Traditional, & Graduate Education

Department: Allied Health Programs

Supervision Received: Associate Dean

Supervision Given: Graduate Administrative Assistants

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Administrative Coordinator/Assistant will support the Associate Dean of Online, Nontraditional and Graduate Education through operational coordination, administration, process/project management, and reporting for the Institutional Effectiveness and Assessment Office. This position entails both Administrative Coordinator and Administrative Assistant functions. The Administrative Coordinator will help manage the non-traditional programs and partnerships. The Administrative Assistant will support the Associate Dean and engage students and prospective students regularly and provides a welcoming presence to the assigned office.

Essential Functions

- Coordinate dual-credit, dual-enrollment, Raley College, and other non-traditional programs, including enrolling of students, managing courses in Banner, inputting of grades, and processing of faculty paperwork.
- Communicate regularly with dual-credit partners to help maintain healthy and productive relationships. This includes collecting materials, onboarding faculty, and providing needed information to all partners.
- In conjunction with Admissions, enroll students and communicate with admissions counselors to maintain incoming student pipelines.
- Provide supplemental administrative support for graduate and online programs when needed and as directed by the Associate Dean. This includes coordinating with program directors, division administrative assistants, and directors of operations.

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- Serve as administrative assistant for graduate allied health programs during program launch phases and until directors of operations are in place. (12-24 months) Subsequently, provide administrative leadership to the directors of operations in these programs.
- Provide administrative support for the Prison Divinity Program until an Assistant Director is in place. (6-12 months).
- Prepare and organize documentation, requests, and information, expediting the flow of work as an integral part of academic affairs.
- Coordinate and maintain scheduling for appointments, meetings, and travel arrangements, etc. for the Associate Dean.
- Compose and type assigned routine correspondence and documents for the Associate Dean.
- Assist Associate Dean in planning and coordination of academic events as assigned.
- Serve as receptionist in the supervisor's office suite and as a welcoming host for office guests.
- Develop and maintain accurate record keeping systems for correspondence, reports, records, and other essential documents and information for academic affairs. Assist with collection of data for institutional research and assessment.
- Oversee and help with management of course listings in Banner, the Student Information System.
- Establish and maintain collegial and collaborative relationships with all OBU personnel.
- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment.
- Record and organize minutes in appropriate Councils and task forces, as requested.
- Assume responsibility for diverse tasks and ad hoc projects as needed.
- Perform all other duties as assigned by the Dean and/or Director.

Required Qualifications

- Able to establish and maintain effective working relationships with others
- Ability to communicate information and ideas orally and in writing so others will understand
- Possess exceptional follow-up skills for closing communication loops
- Ability required to handle confidential work with tact and discretion
- Ability to exercise judgment in stressful situations in a fast-paced environment
- Possess high standards of conduct, appearance, and attitude
- Knowledge of guest experience satisfaction
- Able to motivate and convey information effectively to internal parties
- Proficient with basic computing skills, office hardware, and Microsoft Office
- High school diploma or equivalent
- Office Administrative experience

Preferred Qualifications

- Bachelor's degree
- Office Administration experience in academic context
- Bachelor's degree in a related field may substitute for work experience

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Special Requirements

- Must be an active member of a local **evangelical** Christian church.
- **Evangelical** is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

On-Line Application Process

Please go to our OBU Webpage: **Best College In Oklahoma | Oklahoma Baptist University (okbu.edu)**, then click on the “**About**” tab, then “**Employment Opportunities**”, then scroll down to the bottom of the page and click on “**Support Application**” and apply for the position you qualify for. Make sure you attach all the requested documents.

Thank you for your interest in OBU.