

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

TITLE: Administrative Assistant for the Associate Dean of Online, Nontraditional, and Graduate Education

DEPARTMENT: Online, Nontraditional, and Graduate Education

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 are expected to embrace these expectations and to 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 C*
- *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 Assistant for the Associate Dean of Online, Nontraditional, and Graduate Education (ONGE) provides administrative and operational support for Associate Dean. This entails coordinating with university offices, maintaining calendars, project management, and general program assistance. The role is part-time, up to 28 hours per week.

Job Role and Responsibility:

- Complete administrative tasks for the department, including packing for events, scheduling the calendar, managing administrative tasks for the Assoc. Dean, ordering office supplies, managing mail, and coordinating travel.
- Prepare and organize documentation, requests, and information, expediting the flow of work as an integral part of academic affairs.
- Coordinate and maintain scheduling meetings for the Associate Dean.
- Serve as administrative assistant for graduate allied health programs during program launch phases and until administrative support is in place. Subsequently, provide administrative leadership to the administrative personnel in these programs.
- Provide administrative support for the Prison Divinity Program.
- Take minutes during meetings.
- Assist the Administrative Coordinator with other duties as assigned, such as enrolling students, inputting grades, invoicing, and other administrative tasks.
- Serve as receptionist in the office suite and as a welcoming host for office guests.

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- Engage with students and prospective students regularly, providing a welcoming presence to the assigned office.
- Other duties as assigned by supervisors.

Qualifications:

Required:

- High school diploma or equivalent
- Must be a clear communicator with exceptional follow-up skills
- Able to establish and maintain effective working relationships with others
- Possess ambitious standards of conduct, appearance, and attitude
- Possess strong analytical skills for problem solving
- Able to use or learn Microsoft Office Applications, including Word, Excel, and Outlook
- Able to pay great attention to detail
- Able to proofread print and electronic materials

Preferred:

- Office administrative experience

Special Requirements:

- Must be an active member of a local evangelical 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.
- Please apply using the link for “**Support Staff Applications**” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>