

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### Administrative Assistant

**Department:** Division of Behavioral and Social Sciences

#### **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.

#### **Core Commitments**

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.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*

#### **Overview**

The Administrative Assistant for the Division of Behavioral and Social Sciences provides secretarial support for the divisional chair and division faculty by managing the workflow of daily office functions. The role is part-time, up to 28 hours per week.

#### **Job Role and Responsibility**

- Maintain records of correspondence, documents, meetings, and phone messages
- Greet visitors and callers, referring them to others as necessary
- Purchase divisional office and classroom supply needs
- Coordinate and manage course data in campus information system
- Create and analyze reports containing student data from campus information system while abiding by FERPA standards
- Maintain consistency of catalog information with course offerings and division details
- Create informational materials for courses and division events
- Organize division meetings and events with faculty and students
- Communicating with prospective, current, and future students about campus applications, advising, events, and job opportunities
- Prepare course schedules for incoming freshmen and transfer students
- Communicate with library to add selected titles to collections
- Communicate with campus services about office or classroom needs as assigned
- Oversee communication and payroll for divisional student workers
- Maintain records for full-time faculty load and adjunct professors each semester
- Other duties as assigned

## Knowledge and Skills Required

- Must be a clear communicator with exceptional follow-up skills
- Able to establish and maintain effective working relationships with others
- Possess high 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

## Qualifications, Experience and Education

- **Required:** High school diploma or equivalent
- **Required:** Some secretarial or office administrative experience
- **Required:** Experience with or ability to learn software programs used by the university, including Microsoft Office Applications (especially Word, Excel, and Outlook), Cognos, Internet Native Banner, and Canvas

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## Additional 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.htm>

