

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Administrative Assistant

Department: Division of Language and Literature

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 Language and Literature provides secretarial support for the divisional chair and division faculty by managing the workflow of daily office functions.

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 and disseminate informational materials for courses and division events
- Assist with logistical planning for special events such as OBU Visiting Writer Seminars and Lamppost Literary Conference; adapt work schedule to assist with hosting events
- Organize division meetings and events with faculty and students
- Take minutes at division meetings

- Communicate with prospective and current students about writing opportunities, events, and internship and job opportunities
- Communicate with campus services about office or classroom needs as assigned
- Oversee communication and payroll for division student workers
- Maintain records for full-time faculty load and adjunct professors each semester
- Assist with editing and publishing external communications from the Division such as alumni newsletter and social media
- Maintain a clean, visually appealing, and welcoming atmosphere in the Division's public and shared spaces
- Other duties as assigned

Required Qualifications

- High school diploma or equivalent
- Some secretarial or office administrative experience
- 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
- Able to provide clear communication and patience with all stakeholders, with exceptional follow-up skills for closing communication loops
- Able to establish and maintain effective working relationships with others
- Able to be highly organized and focused with the capacity to be flexible when priorities suddenly change
- Possess high standards of conduct, appearance, and attitude
- As a self-starter, able to work alone with little supervision or contribute meaningfully as part of a team
- Able to think clearly and maintain composure under high pressure situations when time is a factor
- Possess strong analytical skills for problem solving
- Able to preserve confidentiality of academic records, personnel records, and other sensitive information
- Able to be thorough, factual, and precise in communications
- Able to pay great attention to detail
- Able to proofread print and electronic materials
- Possess excellent writing skills
- Proficient with Microsoft Office 365 applications, including Word, Excel, and Outlook

Preferred Qualifications

- Experience with or ability to learn software such as Canva for visual communication and document design
- Experience with Instagram for social media communication and Meta Business for social media analytics

Special Requirement: Active membership in a local, evangelical Christian church

****Please apply using the link for “Support Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>**