

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Assistant for the Division of Music **Department:** Warren M. Angell School of Performing Arts; Division of Music

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

Oklahoma Baptist University and The Warren M. Angell School of Visual and Performing Arts are looking for an Administrative Assistant to support the Division of Music through operational coordination, administration, and facilities support. The Administrative Assistant also engages students and prospective students regularly and will represent OBU and the Division of Music's mission and core commitments.

Job Role and Responsibility

- Oversee the production of printed programs, digital signage, and all promotional materials related to the Division of Music events and performances.
- Assist with travel plans for music ensembles and faculty.
- Maintain records for the Division of Music in accord with NASM accreditation.
- Assist with Divisional budget reporting, purchasing, and invoicing.
- Maintain a communication flow with prospective students; assisting with tracking auditions, admittance and scholarship communications.
- Maintain a presence of information for current and prospective students, full-time and part-time faculty, donors, and guests.
- Assist the Division of Music Chair with load reporting of full-time and adjunct faculty.
- Coordinate with the Division of Music Chair and Faculty, the planning, publicity, and promotion of all on and off-campus events. Work as liaison between faculty and the events office for events and event accommodations.
- Assist the Division of Music Chair in managing and administering communications with the part-time faculty, including coordination of applications, personnel recommendations, key requests, and securing office space and technology.

- Assist with the facilities management of Raley Chapel and Ford Hall, including room use management.
- Assist the Division of Music Chair with coordinating, publishing, and updating class schedules and locations for each semester.
- Work with the Division of Music in ensuring accuracy of the Division's representation on the OBU website, including making updates to the website calendar and content.
- Assist the Division of Music Chair in training and supervising student workers.
- Position requires full-time, on-campus presence with flexibility for weekend and evening events.

Knowledge and Skills

- **Required: High School diploma**
- **Required: Previous work experience in a related field**
- **Preferred: Any form of Musical knowledge or background**
- **Preferred: College and/or professional training**
- **Preferred: Administrative experience in a related field**

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.html>