

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Administrative Assistant for the  
School of Business

**Department:** School of Business

### **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.*
- *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 Dickinson School of Business supports the Chair and faculty in the administrative operations, function, and procedures of the School of Business. The Administrative Assistant also engages students and prospective students regularly and provides a welcoming presence in the School of Business.

### **Essential Functions:**

- Manage work and information flow that pertains to the Chair and faculty for the School of Business.
- Maintain accurate record-keeping systems for correspondence, reports, records, and other essential documents and information for the office of the Chair; including but are not limited to Board of Executives, agendas and minutes for Business Faculty and documents related to assessment & accreditation.
- Assist the Chair of the School of Business with load reports for full-time and adjunct faculty.
- Coordinate the calendar of appointments and meetings for the Chair for the School of Business.
- Ensure accuracy of course schedules and classroom assignments listed in the Student Information System.
- Ensure real-time accuracy of the school's budgets; assist with budget reporting, check requests, and purchasing following university procedures.
- Oversee planning and coordination of special events held by the School of Business, including Business Forum and Minter Lecture series, Cupbearers Mentoring dinners, Venture program, summer leadership camp, and homecoming events.

### **Other Duties:**

- Oversee building needs for Bailey Business Center, assisting with technology troubleshooting as possible.
- Assist with recruiting activities and events including the upkeep of the department's social media presence.

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- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment.
- Supervise student workers as assigned by the appropriate Budget Directors.
- And any other duties as assigned.

### **Required Qualifications:**

- Proficiency in the use of Excel creating and maintaining complex spreadsheets.
- Proficiency in Word.
- Proficiency in social media (e.g. Instagram, Facebook, and LinkedIn).
- Self-motivated, consistently collegial, and able to creatively solve challenges.
- Possess exceptional professionalism, discretion, and confidentiality in daily communications and work habits.

### **Education:**

**Required:** High school diploma or equivalent.

**Preferred:** Bachelor's degree.

### **Experience:**

**Preferred:** Administrative experience in an office.

### **Physical Requirements:**

- Able to remain at a desk for several hours at a time and lift up to 25 pounds.

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to 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>

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).