

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Administrative Assistant for the
School of Science Mathematics &

Title: Engineering

Department: Science

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 will provide administrative, and facilities support to the Chairs of Science, Mathematics and Engineering faculty in the James E. Hurley School of Science, Mathematics and represent Oklahoma Baptist University well.

Essential Functions:

- Provide administrative support for faculty schedules and maintenance of the calendar for Science and Math events and student advising appointments.
- Assist with travel plans for faculty and students.
- Assist with unit budget reporting, purchasing, and invoicing.
- Maintain a communication flow with prospective students, assisting with tracking communications and prospective student appointments for visit.
- Assist the Chairs of both Science and Math with load reporting of full-time and adjunct faculty.
- Coordinate planning, publicity, and promotion of all on-and off-campus events with the Science and Math Chairs and faculty.
- Assisting with the facilities management of Wood Science Building offices and classrooms, including room use management.
- Assist Science and Math Chairs in managing and administering communications with part-time faculty, including coordination of applications, employment paperwork, key requests, and securing office space and technology.
- Assist Science and Math Chairs in coordinating, publishing, and updating class schedules and locations for each semester.
- Work with Science and Math faculty in ensuring accuracy of the OBU website content representing the Science and Math programs and making updates to the website calendar and webpages.
- Assist with updating and maintaining Science and Math social media accounts.
- Supervise student workers as assigned by the appropriate Budget Directors.
- Assist Science and Math Chairs in training and supervising student workers.

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- Meet regularly with the support staff across the Business, Health Science, and Education areas.
- Meet regularly with the Science and Math faculty to assess needs.

Required Qualifications:

- Able to establish and maintain effective working relationships with others.
- Be a clear communicator with exceptional follow-up skills for closing communication loops.
- Able to communicate information and ideas, orally and in writing with precision.
- Proficient with Microsoft Office.
- Self-motivated, consistently collegial, and able to creatively solve challenges.
- Ability to understand budget reporting.
- Ability to learn quickly.
- Basic knowledge of administering various social media platforms.
- Possess exceptional professionalism, discretion, and confidentiality in daily communications and work habits.
- Able to remain at a desk for several hours at a time and lift up to 25 pounds.

Education:

Required: High school diploma.

Preferred: College and/or professional training.

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.