

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title	Administrative Assistant, Division of Art and Design; Division of Communication Arts	Department	Division of Art and Design; Division of Communication Arts
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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.*
- *Maintain active membership in a local evangelical Christian church.*
- *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:

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 Art and Design; Division of Communication Arts through operational coordination, administration, and facilities support. The Administrative Assistant also engages students and prospective students regularly and will represent OBU and the Division's mission and core commitments.

Essential Functions:

- Oversee the production of printed programs, digital signage, and all promotional materials related to the division events and performances.
- 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 Chair with load reporting of full-time and adjunct faculty.
- Coordinate with the Division Chair and Faculty, the planning, publicity, and promotion of the divisional campus events. Work as liaison between faculty and the events office for events and event accommodations.
- Assist the division 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 Sarkeys Center, Art building and Art annex including room use management.
- Assist the divisional chair with coordinating, publishing, and updating class schedules and locations for each semester.

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- Work with the division in ensuring accuracy of their representation on the OBU website, including updates to the website calendar and content.
- Assist the divisional chair in training and supervising student workers.

Other Duties:

- When needed, attend weekend and evening events.
- At times assist with travel plans for the Chair and/or faculty.

Required:

- High School diploma
- Previous work experience in a related field

Preferred:

- College and/or professional training
- Administrative experience in a related field

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>**