

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title Administrative Coordinator for
the Milburn Center

Department Milburn Center

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:

The Administrative Coordinator for Milburn Center assists the Milburn Center staff in the administrative operations, functions, and procedures essential for the successful operation of the Milburn Center. This includes varying levels of support for Student Success, Academic Advising, and University Testing.

Essential Functions:

- Receive and host students upon arrival in The Milburn Center. Provide information to students as needed regarding all facets of The Milburn Center
- Coordinate and maintain schedule for appointments, meetings, etc. for professional staff within the Milburn Center
- Facilitate communication between Milburn Center staff and other University personnel as needed
- Provide appropriate administrative support for all functions of The Milburn Center
- Provide direct oversight of University Testing operations including communicating directly with faculty and students
- Maintain University Testing calendar and confidentiality as related to testing materials and student records
- Coordinate with the Office of Disability Services regarding student accommodation and usage of software or other tools related to compliance with approved testing accommodations
- Establish and maintain collegial and collaborative relationships with all OBU personnel
- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment
- Provide office supervision to student workers, as assigned

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Other Duties:

- Maintain confidentiality of students' records and conversations
- Maintain files and compile appropriate reports for supervisor
- Perform other duties as assigned

Qualifications (Knowledge, Skills, and Abilities):

- Professional competence in the use of standard office technology, including Microsoft Office products, ability to learn and master other technological resources common to university functions, such as email systems and Banner
- Ability to use discretion within prescribed guidelines regarding a range of student situations and test proctoring
- Collaborative work habits and ability to establish collegial relationships
- Ability to work independently and develop a plan for completing tasks
- Strong interpersonal relationships and communication skills
- Organizational efficiency and attention to detail, ability to work quickly with high degree of accuracy, ability to multi-task
- Ability to handle confidential information appropriately
- Ability to communicate information and ideas, orally and in writing, so others will understand; to come up with unusual or innovative ideas and creative ways to solve a problem

Required:

- High school diploma
- Proficiency in personal computers, software applications, and standard office equipment and functions
- Ability to learn campus information system

Preferred:

- Bachelor's degree, administrative experience in an academic setting, bachelor's degree in a related field may substitute for work experience

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" on the OBU website at:**

<https://www.okbu.edu/hr/jobs.html>