

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Assistant Baseball Coach

**Department:** Athletics

### **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 Assistant Baseball Coach is responsible for the performance and conduct of his assigned players. He must ensure that the team follows the direction and mission and rules of the University, Athletic Department, Baseball Program, NCAA and Great American Conference.

### **Essential Functions:**

- Assist in planning and administering regular practices with assigned players. Teach each team member to demonstrate proper technique, attitude, effort and focus.
- Actively recruit athletes for the program. May include travel, phone conversations and mailings to prospective student-athletes.
- Care for and keep track of equipment. Ensure equipment and facilities are in good repair. Oversee laundry and care of all practice and game apparel on a daily basis.
- Actively oversee daily maintenance requirements of the baseball field. Including but not limited to; edging, mowing the field and surrounding areas, general repairs and painting game lines.
- Assist in ensuring player conduct, motivation and strategy implementation during contests.
- Compile advanced scouting reports on opponents in advance of competition.

### **Other Duties:**

- Oversee weekly study hall, progress reports and grade checks.
- Timely and properly report any and all required NCAA paperwork and logs due to compliance office on a weekly basis.

### **Required Qualifications:**

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- Must be dedicated to the mission of the University.
- Must be an active member of a local evangelical church.

### **Education:**

**Required:** Bachelor's degree in any area.

**Preferred:** Master's degree in related area.

### **Equipment:**

- **Preferred:** Injury Management Software skills.
- **Required:** Basic Computer and technological skills.
- **Required:** Basic field maintenance skills.
- **Preferred:** Advanced Computer and technological skills.

### **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 "Administrative 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).