

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title: Assistant Director, Prison  
Divinity Program**

**Department: Online, Nontraditional,  
and Graduate  
Education**

### **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 Assistant Director will assist the Director in overseeing the Prison Divinity Program. This entails administrative tasks, teaching, and fundraising.

### **Essential Functions**

- Assist with the hiring of PDP adjunct instructors.
  - Preparation of adjunct contracts
  - Scheduling of required Oklahoma Department of Corrections training
  - Providing facility and PDP CANVAS orientation
  - Securing adjunct access to the PDP keys
- Assist with the scheduling of PDP courses each semester.
  - Coordinating instructor availability, daily prison schedule and classroom availability
  - Communicating with the facility chaplain regarding special facility needs.
- Teach 3-6 hours each academic semester.
- Assist with the purchase of textbooks and PDP supplies.
- Assist with the recruitment of new PDP students.
  - Deployment of applications
  - Review of applications
  - Coordinating the application, interview, admission, and transfer processes with ODOC
  - Providing orientation of new students upon their arrival at LARC
- Assist with the promotion of the PDP through various avenues, including but not limited to:
  - Social media
  - PDP exhibits at appropriate venues
  - PDP Newsletter
- Assist with the scheduling of PDP chapel speakers and other guests.

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- Communicating with the facility chaplain regarding their visits.
- Securing background checks and permission documents.
- Submitting reimbursement requests to the OBU Business Services for travel.
- Other duties as assigned.

### Qualifications

#### Required

- Able to establish and maintain effective working relationships with others
- Ability to communicate information and ideas orally and in writing so others will understand
- Possess exceptional follow-up skills for closing communication loops
- Ability required to handle confidential work with tact and discretion
- Ability to exercise judgment in stressful situations in a fast-paced environment
- Possess high standards of conduct, appearance, and attitude
- Ability to travel
- Graduate degree

#### Preferred

- Doctoral degree
- Ministerial experience

### Special Requirements

- Must be an active member of a local **\*evangelical\*** Christian church.  
*\*Evangelical\* is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.*

### On-Line Application Process

Please go to our OBU Webpage: **Best College In Oklahoma | Oklahoma Baptist University (okbu.edu)**, then click on the “**About**” tab, then “**Employment Opportunities**”, then scroll down to the bottom of the page and click on “**Faculty Application**” and apply for the position you qualify for. Make sure you attach all the requested documents.

Thank you for your interest in OBU.