

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Clinical Site Recruiter for Physician Associate Program **Department:** Physician Associate Program

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 Clinical Recruiter is responsible for working with the Director of Clinical Education to identify potential clinical education and work to establish partnerships. Clinical recruiters will communicate with potential sites through multiple channels of outreach and provide information.

Essential Functions:

- Coordinate with Director of Clinical Education to identify potential clinical sites and preceptors for the PA program.
- Coordinate outreach strategy and execution with Director of Clinical Education, acting as primary initial point of contact for sites.
- Provide sites with necessary program information, including learning outcomes and preceptor requirements, and facilitate discussion to recruit sites.
- Develop professional relationships and communication with clinical sites including ongoing education and feedback to sites as needed.
- Deliver signed affiliation agreements, preceptor profile forms, additional training slots, and contact information for program documentation.
- Other duties as assigned for the PA program including cross-support with other program staff.

Required Qualifications:

- Required bachelor's degree or a minimum of three years of experience in a related field, including sales, recruiting, or customer service.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with program faculty and staff, and clinical sites and preceptors.
- Excellent critical thinking, conflict resolution, and decision-making skills.

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- Superior organization skills.
- Ability to manage multiple tasks and priorities and successfully meet deadlines.
- Ability to handle sensitive information in a confidential manner is critical.

Preferred Qualifications

- Preference given for experience with or understanding of PA clinical education requirements and processes.
- Preference given to candidates with sales or recruiting experience.

Setting and Special Requirements:

- Remote 1.0 FTE staff position.
- Must be able to work at a computer for extended periods of time.
- Some travel required including site recruitment visits and on-campus meetings with students and the PA team.
- 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.