

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Coordinator for Student Ministry,
Leadership, & Engagement

Department: Campus Life

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 Coordinator for Student Ministry, Leadership, and Engagement plays a critical role in the development, coordination, and execution of OBU spiritual life, leadership, and engagement efforts. This position will assist with disciplemaking ministry oversight, chapel coordination, event coordination, communication, BisonServe oversight and execution, and local church and ministry leadership connection and communication. The coordinator will serve with the Director of Student Ministry in serving student leadership, collaborating with faculty, staff, and student ministry partners, and contributing to the overall health and flourishing of the OBU community.

Essential Functions:

- **Disciplemaking Ministry**
 - Assists in management of small group programming, leadership training, and resource development.
 - Provides consistent communication and connection with discipleship group and community ministry leadership.
 - Helps ensure accurate tracking, reporting, and storytelling for ongoing ministry efforts.
- **Chapel Coordination**
 - Serves as the primary liaison with the community events office, RAWC personnel, and Tech/AV personnel for all Chapel gatherings and large group events.
 - Oversees set-up, attendance tracking, and communication with OBU communications team.
 - Assists in communication with Chapel guests to coordinate travel, honorariums, accommodations, and hospitality on-site.
- **Events Coordination**

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- Assist in planning and execution of events including: Chapel-related special events (PLBA connect; special guest luncheons; etc.), BisonLead Summit and Seminars, BisonServe community service opportunities, Canterbury, Ministry group celebrations, etc.
- Liaison with clubs and organizations for event support (CAB, SGA, UCS, and Greek Life events).
- **Local Church Connection**
 - Coordinate ministry efforts in partnership with PLBA leadership. (See You At The Pole Rally, PLBA leadership gatherings, Gideon Scripture distribution, etc.).
 - Provide communication and oversight for opportunities to connect with local church leadership. (PLBA associational meetings, Falls Creek youth leadership training, Super Summer leadership gatherings, etc.).
- **Supervision & Leadership**
 - Assist in supervision of student staff involved in student ministry, leadership, and engagement opportunities.
 - Provide training and development related to discipling opportunities, student missionary mobilization efforts, and local ministry connections.
- **Collaboration & Communication**
 - Collaborate with faculty advisory team, student development committee, and campus life staff for planning, execution, and communication of campus life initiatives.
 - Contribute to strategic planning and assessment efforts within Campus Life.

Other Duties:

- Occasional evening and weekend hours are required, especially during peak operational periods or major campus events.

Required Qualifications:

- Commitment to Christ and the priority of making disciples.
- Strong organizational and project management skills.
- Proficiency with technology and Microsoft Office Suite or equivalent.
- Excellent communication and interpersonal skills.
- Humility, Teachability, and commitment to life-long learning.

Education:

- **Required:** High School diploma.
- **Preferred:** Pursuit of higher education degree.

Experience:

- **Required:** Entry-level ministry opportunity.
- **Preferred:** Church ministry experience, campus ministry engagement, student ministry apprenticeship.

Equipment:

- Computer/laptop.
- Cell phone.

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- Proficiency in the use of university-related technology.

Physical Requirements:

- Sufficient mobility and stamina to move about campus and engage others as well as ability to respond to emergencies and crisis intervention.
- Ability and willingness to work nights and weekends.

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 Application” 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.