

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Data Coordinator

**Department:** Enrollment Management

### **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 Data Coordinator plays a vital role in supporting the Enrollment Management division at Oklahoma Baptist University (OBU), including undergraduate, graduate, and online admissions. This position is responsible for the integrity, reporting, and strategic use of data within the university's CRM and related systems. The Data Coordinator ensures timely, accurate processing and analysis of applicant and student data to support recruitment, application review, communication workflows, and enrollment initiatives.

### **Essential Functions:**

- Manage and maintain applicant data for all student types (undergraduate, graduate, online) in the CRM (Slate).
- Process and import application materials including test scores, transcripts, recommendations, and other admissions documents.
- Regularly audit and clean data to ensure accuracy, consistency, and completeness.
- Assist in the coordination and execution of mass communications, including printed mailings.
- Perform other duties as assigned.

### **Required Qualifications:**

- High School Diploma or GED
- Strong proficiency in Microsoft Excel and data management tools.
- Experience working with a CRM system
- Demonstrated ability to analyze, organize, and report data with accuracy and attention to detail.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Strong organizational skills and a commitment to data integrity.

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- Must have sufficient mobility and physical stamina to walk across campus for office visits and campus tours.
- Proficiency in personal computers, software applications, and standard office equipment.

### **Preferred Qualifications:**

- Some college coursework
- Experience working with Slate

### **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 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 GuideStone. There are numerous other perks and opportunities for OBU employees including a 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).