



OKBU.EDU

Human Resources

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500 West University | Shawnee, OK 74804

Who We Are:

Oklahoma Baptist University (OBU) is a fully accredited Christian liberal arts university in Shawnee, 30 minutes east of Oklahoma City. Founded in 1910, the campus encompasses just under 300 beautiful acres and offers 80 areas of study. OBU transforms students' lives by equipping them 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. We achieve our mission through a shared commitment to the essentials of the Christian faith, our vision and mission, and active participation in local evangelical churches. OBU believes that all people must be treated with dignity and respect. Relationships are built on honesty, integrity, and trust. Finally, we believe that excellence is achieved through teamwork, leadership, and a strong work ethic. Come join us and work with a purpose, where faith is the heart of education.

Position Summary:

OBU is seeking an enthusiastic and personable professional for the position of Director of Admissions for the newly developing Doctor of Occupational Therapy (OTD) program. The Director of Admissions will hold a full-time faculty appointment with administrative, academic, service, and scholarship responsibilities consistent with the mission and philosophy of the OBU OTD program. The right individual will exhibit strong interpersonal and relationship building skills, excellent communication skills, organizational skills, and a passion for the profession of occupational therapy and the program, in performance of all duties included in the formal job description. The Director of Admissions will be responsible for all matters concerning student admission to the OBU OTD program including recruitment, application, selection, and matriculation. They will oversee and recommend updates to recruitment materials and admissions policies and procedures. In addition, the Director of Admissions will serve as the Chair of the Admissions Committee responsible for overseeing faculty involvement in a transparent admissions process that guarantees nondiscrimination and equal opportunity for all applicants. The preference is that this position be worked onsite at the OBU campus, but the position is eligible for consideration of remote/ hybrid work arrangements with the chosen Director of Admissions required to be onsite when students are at OBU for specified program tasks.

Qualifications:

- Earned clinical doctorate in Occupational Therapy (i.e., OTD) or terminal doctorate (i.e., Ph.D., Ed.D., D.Sc.) in a discipline appropriate for teaching responsibilities from a USDE regionally recognized institutional accrediting agency.
- Experience consistent with the OBU system for designated faculty rank.
- A minimum of 3 years of experience in the field of occupational therapy that includes experience in clinical practice, teaching responsibilities at a postsecondary level, and evidence of scholarship (e.g., scholarship of application,

scholarship of teaching and learning).

- Understanding of higher education and contemporary clinical practice appropriate for leadership in occupational therapy clinical education.
- Knowledge of legislative, regulatory, legal, and practice issues affecting didactic and clinical education, students, and the profession of occupational therapy.
- Occupational therapist with an active, unrestricted license in Oklahoma or the state of residence with eligibility for licensure in Oklahoma.
- Must be an active member of an evangelical* church in one's community of residence, willing to teach in accordance with the Baptist Faith & Message 2000, and in agreement with the university's policy on human sexuality (provided by HR upon request).

*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.

****Please apply using the link for “Faculty Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html> .**

For the complete job description, please contact HR@okbu.edu. The information in this job posting contains partial information and is not considered all-inclusive of the duties and responsibilities of this job.

OBU Benefits Summary: OBU understands that our employees are our most valuable assets when it comes to fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. OBU contributes generously to the monthly premiums for nationwide family-friendly Health and Dental coverages and provides free life insurance with accidental death and dismemberment equal to an employee's base salary. 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. There are employer matching opportunities for retirement investments in two different 403(b)(9) plans administered by GuideStone and the Teachers Insurance Annuity Association/ College Retirement Equity Fund (TIAA-CREF). OBU gives access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, and additional family life insurance coverages. There are numerous other perks and opportunities like FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, education benefits at OBU and other institutions of higher education, cafeteria discounts, and parking privileges to name a few. For a complete list of current OBU employee benefits and opportunities, please visit our Employees Benefits page on our website.