

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title Director of Admissions

Department DPT 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 Director of Admissions (DOA) is responsible for all student recruitment, application, and admissions processes for the program. Oversee and recommends updates to recruitment materials, admissions policies, and procedures. Serves as Chair of the Admissions Committee, which is responsible for all matters concerning student admission to the DPT Program including recruitment, application, selection, and matriculation. This committee is responsible for overseeing faculty involvement in a transparent admissions process that guarantees nondiscrimination and equal opportunity for all applicants.

Essential Functions:

- Directs all day-to-day operations regarding student recruitment and admissions processes.
- Serves as program liaison with the Oklahoma Baptist University admissions office.
- Serves as the primary faculty contact for all student inquiries requiring more specific program information.
- Plans and oversees program recruitment efforts, including monthly informational webinars.
- Assures nondiscrimination and equal opportunity during the admissions process for all prospective students.
- Educates all faculty regarding the admissions process, including specific emphasis on their role in applicant screening, interviewing, and selection.
- Directs staff support personnel who assist with assembling and disseminating admissions information, receiving applications, entering data, and preparing files for interviews.
- Annually, review the admissions process and criteria and makes recommendations to the faculty regarding changes.
- Coordinates an update of the program website, handbooks, and informational brochures related to student recruitment and admissions to ensure current and relevant information is provided to all prospective students.
- Reports all recruitment and admissions activities as an agenda item in each faculty meeting.

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- Assists the Director of Student Affairs with student assimilation into DPT Program immediately following enrollment offer acceptance and prior to orientation.
- Coordinates all activities of the Admissions Committee.
- Plan and conduct all Admissions Committee meetings.
- In conjunction with the Administration Committee, provide Committee oversight and leadership to the Admissions Policies and Procedures component of the Program Assessment Plan and CAPTE Self Study Report.
- Ensures all program policies, procedures and practices under the responsibility of the Director of Admissions provide for compliance with accreditation policies and procedures.

Other Duties:

- Teaching, evaluating, and advising students throughout didactic and clinical phases of the program
- Coordinating remedial instruction for students when needed
- Participating in PT Program Committees as assigned by the Program Director
- Attending and assisting in labs, simulation activities, practical exams, throughout the program
- Advising students on academic progress and research projects as needed
- Assisting with recruitment and selection of applicants for program admission
- Participating in program self-assessment and document preparation for CAPTE accreditation
- Performing other duties as requested by the Program Director to support the PT program, the faculty and staff, and the students
- Ensure integration of faith into curriculum, mentoring students in their own journey to incorporate their worldview with their role as a PT

Required Qualifications:

- Earned terminal academic doctorate in a discipline appropriate for teaching responsibilities or Doctor of Physical Therapy degree (or tDPT)
- Licensed or eligible for licensure in Oklahoma
- 3 or more years clinical experience
- Strong computer skills and adaptability in learning new software/online platforms
- Excellent verbal and written communication skills, including the ability to build successful relationships with students and faculty
- Strong interpersonal skills with students, program faculty and staff, and clinical staff
- Excellent critical thinking, conflict resolution, and decision-making skills
- Superior organization skills
- Ability to confidently interact as a leader, team member, and collaborative contributor with other departments
- Ability to manage multiple tasks and priorities and successfully meet deadlines

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Preferred Requirements:

- ABPTS specialization in a discipline appropriate for teaching responsibilities or certification credentials appropriate for his/her teaching responsibilities
- Record of scholarship, academic teaching experience and effectiveness, and essential interprofessional skills
- Experience in PT classroom teaching and PT education administration preferred

Setting and Special Requirements:

- Remote 1.0 FTE faculty position, rank commensurate with experience
- Some on-campus presence is required, especially during intensive on-campus components of the program and to meet leadership expectations
- 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 “Faculty 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.