

## Director of Admissions, Master of Science in Speech Language Pathology

### 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:

The Director of Admissions holds a full-time 12-month faculty appointment and has administrative, academic, service, and scholarship responsibilities consistent with the mission and philosophy of the OBU MS-SLP program. Faculty rank is commensurate with experience. This individual demonstrates competence in teaching and implementing strategies for student success. In addition, the Director of Admission's primary responsibilities are to plan, coordinate, facilitate, administer, and monitor admissions and enrollment activities on behalf of the program and in coordination with academic and clinical faculty and staff. ***This position is eligible for remote work. Remote employees will be required to travel to the OBU campus in Shawnee, OK as determined by the Program Director and Dean.***

### Hiring Timeline:

The desired start date for this position is May 1, 2025. The position will remain open until it is filled.

### Qualifications:

1. Terminal academic doctorate (Ph.D., Ed.D., D.Sc.) from a regionally accredited institution in a discipline appropriate for responsibilities.
2. Minimum of two years of full-time experience as a core faculty member in a CAA accredited SLP master's program.

3. Experience in the holistic admissions process with leadership in the development/revision of admission criteria and enthusiasm for data-driven implementation of holistic admissions processes.
4. Demonstrated innovation, organization, problem solving, leadership, conflict resolution, and interpersonal skills in areas related to admissions.
5. Understanding of higher education and contemporary clinical practice appropriate for leadership in SLP education.
6. Experience with the CAA accreditation process preferred.
7. Licensed, or eligible for licensure, as a Speech Language Pathologist in Oklahoma.
8. Current ASHA CCC-SLP preferred.
9. Active in professional activities at local, state, and/or national levels.

**Administrative Responsibilities****Admissions Policies and Procedures**

- Create and implement holistic admissions policies, procedures, and rubrics.
- Educate faculty and administration on best practices in holistic admissions in speech-language pathology.
- Ensure nondiscrimination and equal opportunity during the admissions process for all prospective students.
- Provide oversight of all admissions policies and procedures related to the program strategic plan and accreditation requirements.
- Ensure program compliance with accreditation policies and procedures related to admissions.

**Recruitment and Outreach**

- Direct all processes related to student recruitment and admissions.
- Plan and oversee program recruitment efforts, including virtual events, to attract a diverse student cohort.
- Coordinate updates of the program website, handbooks, and brochures relative to student recruitment and admissions to ensure current and relevant information is provided to all prospective students.
- Serve as the primary faculty contact for all student inquiries requiring more specific program information.
- Assist the Director of Student Success with student assimilation into the MS-SLP

program immediately after enrollment offer acceptance and before orientation.

**Committee and Faculty Coordination**

- Chair the Admissions Committee.
- Educate faculty regarding the admissions process, including specific emphasis on their role in applicant screening, interviewing, and selection.
- Direct staff support personnel who assist with assembling and disseminating admissions information, receiving applications, entering data, and preparing files for interviews.
- Report all recruitment and admissions activities as an agenda item in each faculty meeting.
- Evaluate and review the admissions process, criteria, and data annually to make recommendations to the faculty regarding changes.

**Teaching and Education Responsibilities:**

- Director of Admissions will teach courses as assigned and/or agreed upon with program and institutional leadership.

**Scholarship Responsibilities:**

- Conduct and disseminate research/scholarship activities in accordance with accreditation requirements and institutional policies and procedures.

**Service Responsibilities:**

- Participate in institutional and professional service opportunities in accordance with accreditation requirements and institutional policies and procedures.

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.***

**To apply:**

On the OBU employment website, <https://www.okbu.edu/hr/jobs.html>, click on "Faculty Applications" at the top of the webpage. This will open the application. From the dropdown

menu, select the desired position. ***Required application documents include online application, current curriculum vitae, cover letter, reference contact information, and a statement of faith (specific prompts included in the application).*** For the complete job description, please contact [HR@okbu.edu](mailto:HR@okbu.edu). The information in this job posting may contain partial information and is not considered all-inclusive of the duties and responsibilities of this position. For more information, please contact MS-SLP Program Director, Dr. AnnMarie Knight [annmarie.knight@okbu.edu](mailto:annmarie.knight@okbu.edu).

**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. 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.