

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Director of Online  
Undergraduate Programs

**Department:** Online, Nontraditional, and  
Graduate Education

### **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 Online Undergraduate Programs is responsible for the strategic development, implementation, and management of online undergraduate programs. This role involves collaborating with faculty, subject matter experts, and various departments to ensure the delivery of high-quality educational experiences for students. This is a 12-month administrative faculty position with teaching load responsibilities.

### **Essential Functions:**

- **Program Development:** Lead the creation and enhancement of online undergraduate programs, ensuring they meet academic standards and market demands.
- **Course and Faculty Scheduling:** Develop and manage the schedule for online courses and faculty assignments, ensuring optimal resource utilization and student satisfaction.
- **Student Advising:** Provide academic advising to online undergraduate students, assisting them with course selection, career planning, and academic challenges.
- **Course Development:** Collaborate with subject matter experts to design and build engaging, effective online courses. Provide instructional design support for online courses.
- **Budget Management:** Oversee the budget for online undergraduate programs, ensuring financial resources are allocated efficiently and effectively.
- **Marketing Coordination:** Work closely with the marketing department to promote online programs, increase enrollment, and enhance the program's visibility.
- **Course Instruction:** Teach in field of expertise on a regular basis in the online program (approx. 4-8 sections per year).

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### Other Duties:

- Other duties as assigned
- Serve on university committees
- Provide training to faculty on an as-needed basis.

### Required Qualifications:

1. Familiarity with online learning platforms and educational technologies.
2. Prior online teaching experience.
3. Strategic thinking and problem-solving.
4. Ability to work collaboratively with diverse teams.
5. Proficiency in data analysis and reporting.
6. Strong project management skills.
7. Commitment to student success and academic excellence.
8. Strong leadership and organizational skills.
9. Excellent communication and interpersonal abilities.
10. Master's degree in field of study taught online (English, History, Theology, Math, Health Sciences, Education, Social Sciences, Business, etc.)

### Preferred Requirements:

- Doctoral degree in field of study; coursework in online pedagogy/design
- Experience in higher education administration, with a focus on online education
- Experience with budget management and strategic planning
- Experience developing online courses
- Familiarity with the Canvas LMS

### 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.

### 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.

## **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 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).