



Director of Operations, Graduate and Online Health Science Programs

Supervision received: Associate Dean, ONGE & Health Science Program Directors

Supervision given: Lab Manager

Position Summary:

The Director of Operations for Graduate and Online Health Science Programs is responsible for managing operations, budget, personnel, and facilities for the Graduate and Online Health Science Programs (DPT, OTD, PA, SLP). The role involves supporting Program Directors in planning and problem-solving, advising on operational matters, providing faculty support services, developing various reports, and serving as a central contact for institutional and academic administration. Additionally, the Director supervises the Lab Manager, ensures compliance with policies, and assists with accreditation reporting.

A. The Director of Operations for Graduate and Online Health Science Programs is a full-time 12-month employee. Full-time employment is based on 40 hours per week. Evening and weekend hours may be occasionally required.

B. Function of Position

Responsible to the Health Science Program Directors and the Associate Dean of Online, Nontraditional, and Graduate Education for directing and managing the operations of the Graduate and Online Health Sciences Programs.

C. Primary Functions

1. Plans, manages and directs the business of the Graduate and Online Health Science Programs related to operations, budget, personnel, and facilities.
2. Provides assistance and support to the Program Directors in problem solving, project planning, and management.
3. Advises the Program Director, Directors, and Faculty regarding operations, budget, personnel and facilities.
4. In coordination with the Director of Faculty Services, provides Faculty Support Services for the Graduate and Online Health Science Programs, including preparing job postings, onboarding, load reports, and course scheduling. Coordinates with HR, Payroll, and Faculty Services departments regarding faculty compensation.
5. Develops financial, personnel and facilities reports for internal and external bodies, including external accrediting bodies.



6. Prepares spreadsheets/reports/surveys for data analysis and monitoring of all financial resources, including operations, personnel, and revenue.
7. Serves as central contact with institutional administration on operations, budget, personnel and facilities.
8. Serves as central contact with academic department administration on budget, personnel and facilities matters for the Graduate and Online Health Science Programs.
9. Supervises the Lab Manager and ensures the onsite lab intensive sessions are ready for the scheduled program.
10. Holds signatory authority for the Program Directors in the daily operations of the programs and uses discretionary judgment to act on the Program Directors' behalf in resolving issues with routine operations.
11. Ensures compliance with institution and school personnel and fiscal policies.
12. Assists with budgetary aspects of annual accreditation reporting and self-study accreditation reporting.
13. Organizes staff committees and provides coordination across disciplines.

D. Secondary Functions

1. Attends Graduate and Online Health Science Program faculty and staff meetings as appropriate.
2. Support the Directors of Curriculum as needed in curriculum planning and scheduling.
3. Support the Directors of Clinical Education as needed in student placement and management in clinical education experiences.
4. Performs other duties as assigned.

E. Service Responsibilities

1. Serves on Graduate and Online Health Science, and if appropriate, University committees.
2. Participates in Graduate and Online Health Science Program community service projects.

F. Professional Responsibilities

1. Supports the mission, goals and objectives of the University and Graduate and Online Health Science Programs.
2. Participates in appropriate national, state and local professional and scientific organizations.
3. Develops and maintains professional relationships with all administrators, faculty, staff and students in the Graduate and Online Health Science Programs



and other Departments of the University.

4. Conducts oneself in a positive and professional manner as a representative of the Graduate and Online Health Science Programs and University.
5. Adheres to all Graduate and Online Health Science Programs and University policies and procedures.

G. Professional Development Responsibilities

1. Completes a minimum of two professional development activities annually.
2. Prepares an annual portfolio of accomplishments.

H. Education and Experience

The Director of Operations for the Graduate and Online Health Science Programs must possess a Bachelor's degree, but a Master's degree is preferred, and should have appropriate experience in higher education administration. The Director of Operations must demonstrate the following knowledge, skills and abilities or be able to explain and demonstrate that the Director of Operations can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities.

1. Knowledge of accounting principles and fiscal management.
2. Knowledge of budgetary reporting, financial management and presentation.
3. Knowledge of human resources management practices.
4. Knowledge of the higher education environment, particularly in a health-related area.
5. Knowledge of University policies and procedures.
6. Knowledge of facilities management.
7. Ability to exercise sound judgment.
8. Ability to manage challenging situations.
9. Ability to manage multiple priorities through to completion.
10. Ability to solve problems effectively.
11. Ability to interpret and apply policies and guidelines effectively and accurately.
12. Ability to work independently and as a team member.
13. Ability to exercise discretion, confidentiality and judgment in dealing with sensitive issues.
14. Ability to respond to changing priorities and crisis situations.
15. Ability to establish and maintain effective working relationships with various internal and external constituents.

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 “Administrative Staff Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>**