

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Director of Student Success

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 Student Success (DSS) is responsible for all student affairs functions including orientation, progression and retention, and advisement. As the Class Advisor, they work to integrate all students (remote and local) into the Oklahoma Baptist University culture and serve as the primary point of contact for student issues related to distance learning. Serves as Chair of the Administration Committee. This Committee will oversee student advisement, academic progression and retention, professionalism, scholarship, and awards. Additionally, it will provide recommendations to the Program Director and faculty for informed decision-making. This Committee is also responsible for maintaining program-related policies and procedures.

Essential Functions:

- Coordinate student selection activities with the Director of Admissions, including application review, selection for interviews, final student selection, and enrollment offer.
- Assimilate students into the DPT Program immediately following enrollment offer acceptance and before orientation.
- Coordinate and oversee the student development & flourishing program to include:
 - Administration of emotional intelligence, strengths, grit, communication, and learning style assessments at entry, mid-point, and prior to graduation.
 - Oversee the process of constructing students' "personal fitness" scorecard based on assessment scores and matched strategies for success and improvement.
 - Providing developmental resources related to PERMA best practices.
 - Best-fit matching of students with both faculty advisors and peer support partners.
 - Ensure student advisement and counseling supports their professional development is completed in accordance with established policies and procedures.
- Coordinate and oversee the clinical coaching and mentoring program to include:

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- Identify and select clinicians to serve as clinical coaching mentors.
 - Best-fit matching of students with a clinical coach and mentor as part of the student mentor program.
 - Supporting clinical coaching mentors with developmental resources related to teaching, coaching, and mentoring best practices.
- Serve as program liaison with the Oklahoma Baptist University Student Services; Provide for Student Services support during onsite lab immersions.
- Oversee the academic and professional behavior performance of students, to include grade reporting; academic progression, retention, withdrawal, and dismissal, professional conduct, self- and peer-evaluations, and election of class officers.
- Coordinate and conduct student orientation and graduation functions.
- Direct departmental staff/support personnel who assist with student affairs and records administration (i.e., DPT Administrative Coordinator).
- Coordinate all activities of the Administration Committee.
- Plan and conduct all Administration Committee meetings.
- Coordinate the ongoing development and review of regulations, policies, and procedures that meet accreditation standards and achieve program goals and expected outcomes, including:
 - Program mission, goals, and objectives.
 - Student, faculty, and program policies and procedures as reflected in the DPT Student Handbook and DPT Policy and Procedure Handbook.
 - Consider faculty input and make recommendations to the Committee of the Whole regarding changes to program policies and procedures.
 - Tracks and make changes to the handbooks annually, or as needed.
- Provide primary Committee oversight and leadership to the following components of the Program Assessment Plan and CAPTE Self Study Report: Program Mission, Program Goals and Objectives, Policies and Procedures, Core and Associated Faculty, and Program Resources.
- Coordinate all functions of the Academic Standards and Progression Committee.
- Ensure all policies, procedures, and practices under the Director of Student Affairs responsibility provide for compliance with accreditation standards.

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 on their own journey to incorporate their worldview with their role as a PT

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Required Qualifications:

- 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

Education:

Required:

- 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

Preferred:

- ABPTS specialization in a discipline appropriate for teaching responsibilities or certification credentials appropriate for his/her teaching responsibilities

Experience:

Required:

- 3 or more years clinical experience

Preferred:

- 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.

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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 Guide Stone. There are numerous other perks and opportunities for OBU employees including 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.