

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Director of Student Success Occupational Therapy Program **Department:** Occupational Therapy

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 worth 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.*
- *Demonstrate 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 holds a full-time faculty appointment and has administrative, academic, service, and scholarship responsibilities consistent with the mission and philosophy of the Oklahoma Baptist University (OBU) Doctor of Occupational Therapy (OTD) program. The Director of Student Success is responsible for all student success related functions to include student orientation to the program, student progression and retention, and student advisement. The Director of Student Success works to integrate all students into the OBU and OTD Program culture. The Director of Student Success serves as the primary point of contact for student issues including those related to distance learning life. They will serve as the Chair of the Student Support Committee, that oversees student advisement, academic progression and retention, professionalism, and scholarship and awards. The Director of Student Success will provide recommendations to the faculty and Program Director for informed decision-making. The Student Support Committee is also responsible for maintaining program-related policies and procedures.

Essential Functions

The following are the essential functions of the position. These functions consist of administrative, scholarly, teaching, and service.

Administrative Responsibilities

- Coordinates student selection activities with Director of Admission, to include application review, selection for interview, final student selection, and enrollment offers.

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- Assimilates students into the OTD Program immediately following enrollment offer acceptance and prior to orientation.
- Coordinates and oversees the *Student Personal and Professional Development Program* to include:
 - Administration of emotional intelligence, strengths, grit, and communication and learning style assessments at entry, mid-point and prior to graduation
 - Oversee process of constructing students' "wellness" scorecard based on assessment scores and matched strategies for success and improvement
 - Best-fit matching of students with both faculty advisors and peer support partners
 - Ensuring student advisement and counseling supports their professional development and is completed in accordance with established policies and procedures.
- Serves to connect students with student support services at the university. Also, arranges for Student Services support during onsite lab intensives and online work as indicated.
- Oversees 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.
- Coordinates and conducts student orientation and graduation functions.
- Directs departmental staff / support personnel who assist with student affairs and records administration.
- Coordinates all activities of the Student Support Committee.
- Coordinates the ongoing development and review of regulations, policies, and procedures that meet accreditation standards and achieve program goals and expected outcomes, to include:
 - Program mission, goals and objectives
 - Student, faculty, and program policies and procedures as reflected in the OTD Student Handbook and OTD Policy and Procedure Manual
 - Considers faculty input and makes recommendations to the Committee regarding changes to program policies and procedures.
- Provides primary Committee oversight to the following components of the Program Assessment Plan and ACOTE Self Study Report: Program Mission, Program Goals and Objectives, Policies, and Procedures, Full-time and Adjunct Faculty, and Program Resources.

Teaching and Education Responsibilities

- Teach courses as agreed upon with the Program Director.
- Model integration of faith and learning with a commitment to a Christian worldview.
- Participate in professional development activities yearly to ensure the best practices in teaching and learning.

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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.

Other Duties

- As assigned

Required Qualifications

- Occupational therapist with an active, unrestricted license in Oklahoma or the state of residence with eligibility for licensure in Oklahoma.
- Earned clinical doctorate in Occupational Therapy (i.e., OTD) or terminal doctorate (i.e., Ph.D., Ed.D., D.Sc.) in a discipline appropriate for teaching responsibilities from a USDE recognized institutional accrediting agency.
- Experience consistent with OBU system for designated faculty rank.
- Understanding of higher education and contemporary clinical practice appropriate for leadership in occupational therapy clinical education.
- A minimum of 3 years of experience in the field of occupational therapy that includes experience in clinical practice, teaching responsibilities at a post-secondary level, and/or evidence of scholarship (e.g., scholarship of application, scholarship of teaching and learning).
- Knowledge of legislative, regulatory, legal, and practice issues affecting didactic and clinical education, students, and the profession of occupational therapy.
- Active in professional activities at local, state, and/or national levels.
- Proficiency in Office 365 software and applications, including Microsoft Teams and Zoom.
- Proficiency in learning management systems (i.e. Canvas).
- The ability to balance completion of multiple tasks and prioritize tasks effectively and efficiently.
- Strong interpersonal skills and ability to work collaboratively with diverse groups of people.
- Demonstrate a high level of professionalism, integrity, and confidentiality.
- Self-motivated with the ability to work independently and as part of a collaborative team.
- Adaptable to changing priorities and able to meet deadlines.

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Must be able to complete the following with or without reasonable accommodation.

- Ability to sit or stand for extended periods of time.
- Ability to move around a space to interact and engage with others.
- Ability to hear and speak clearly.
- Ability to use hands and arms to reach, touch, handle or feel.
- Ability to occasionally lift or move up to 20lbs.
- Ability to use close and far vision and adjust focus

Preferred Qualifications

- Experience in the areas of pediatrics, clinical anatomy, kinesiology, neurological populations, and/or research.

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.
- Applicants should submit a cover letter, resume, references, and faith statement 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. 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 is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. 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.