

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### **Executive Administrative Assistant to the Dean of Business, Health Science, and Education**

**Department:** Business, Health Science, and 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.

#### **Core Commitments**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources*

#### **Overview**

The Administrative Assistant will support the Dean of Business, Health Science, and Education through operational coordination, administration, process/project management, and reporting for the divisions and schools reporting to the dean. Additionally, the Administrative Assistant will assist with operations of the Dean related to their role as co-provost. The Administrative Assistant engages faculty, staff, students and prospective students regularly and provides a welcoming presence to the Dean's office. The Administrative Assistant will supervise the academic support staff for the divisions and schools under the Business, Health Science, and Education dean.

#### **Job Role and Responsibility**

- Prepare and organize documentation, requests and information, expediting the flow of work as an integral part of academic affairs
- Coordinate and maintain scheduling for appointments, meetings, and travel arrangements, etc. for the Dean
- Prepare assigned routine correspondence and documents for the Dean, including those related to the Dean's role as co-provost
- Assist the Dean in the planning and coordination of academic and university events as assigned, including those related to the Dean's role as co-provost
- Serve as receptionist in the Dean's office suite and as a welcoming host for office guests
- Develop and maintain accurate record keeping systems for correspondence, reports, records, and other essential documents and information for academic affairs
- Assist faculty with the Planning and Self Study software associated with assessment
- Oversee and help with management of course listings and classroom assignments in Banner, the Student Information System
- Establish and maintain collegial and collaborative relationship with all OBU personnel
- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment

- Record and organize of minutes in appropriate Councils and task forces, as requested
- Supervision of academic support staff includes but is not limited to approving webtime submitted by the administrative assistant, providing training for new support staff and ongoing training for current support staff, meeting regularly with all support staff to maintain the flow of information and processes, assisting in the HR workflow of employment transitions, and supervising events or processes which include cooperation among the academic support staff
- Compose and type assigned routine correspondence, meeting minutes, and documents for CAO; ensure materials are prepared in a professional, accurate, and expedient manner
- Develop and maintain accurate record-keeping systems for correspondence, reports, records, and other essential documents and information
- Prepare and route all OBU forms through predetermined university processes
- Provide administrative support through the recording and organization of minutes in appropriate councils and task forces related to the Dean's role as co-provost
- Process incoming mail and record checks and other sensitive documents per university protocol
- Assume responsibility for diverse tasks and ad hoc projects as needed
- Perform all other duties as assigned by supervisor

### **Knowledge and Skills Required**

- Able to establish and maintain effective working relationships with others
- Ability to communicate information and ideas orally and in writing so others will understand
- Possess exceptional follow-up skills for closing communication loops
- Ability required to handle confidential work with tact and discretion
- Able to exercise judgment in stressful situations in a fast-paced environment
- Possess high standards of conduct, appearance and attitude
- Knowledge of guest experience satisfaction
- Able to motivate and convey information effectively to internal parties
- Proficient with basic computing skills, office hardware, and Microsoft Office
- High school diploma or equivalent
- Office administrative experience
- Must be an active member of a local evangelical church

### **Preferred**

- Bachelor's degree
- Experience in academic context
- Bachelor's degree in a related field may substitute for work experience
- Office administration experience in an academic setting

### **On-Line Application Process**

If you are interested in applying, you will have to apply on-line. Please go to our OBU Webpage: **Best College In Oklahoma | Oklahoma Baptist University (okbu.edu)**, then click on the **"About"** tab, then **"Employment Opportunities"**, then scroll down to the bottom of the page and click on **"Administrative Application"**, and apply for the position you qualify for. Make sure you attach all the requested documents. Thank you for your interest in OBU.