

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Executive Assistant for Athletics

Department: Athletics

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: Perform office management duties for the Department of Athletics including but not limited to managing the purchasing and budgeting processes for the department, correspondence processing for the OBU Athletics Alumni, maintaining the calendar of appointments and events, organizing paper and electronic files, and processing phone calls. Included in the duties is the overall business processing of the Athletics Department. This position is the front-facing person for the department and should maintain a neat and organized appearance of the Athletics Offices.

Essential Functions:

- Maintain the confidential nature of all interactions.
- Assist in the athletic event ticketing process.
- Manage and process all invoices for the different programs within the Athletics Department.
- Manage all purchase order requests for the Athletics Department.
- Manage all check requests for the Athletics Department.
- Manage all budget adjustments for the Athletics Department.
- Manage all cash, checks and donations for the Athletics Department.
- Oversee the budget directors and work with the Athletics Director in the annual budgeting process.
- Process student, gameday and part-time assistant payroll.
- Ensure that the information in Banner is accurate and charged to the appropriate org and account.
- Verify weekly Banner information on each program in order ensure that budgets are not overspent.
- Communicate with the Budget Director and the Director of Athletics when there is a concern that a program budget is overspent.
- Work with the Business Office to balance each budget at the end of the fiscal year and communicate that process with the Director of Athletics.

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- Maintain a neat, clean and “Athletics Office” appearance of the Athletics Department office areas.
- Greet visitors and callers in a pleasant manner. Provide answers questions, take messages, or direct the guest to the appropriate person according to his or her need.
- Pick up mail from the Mail Room daily and distribute to appropriate individual.
- Distribute communication, paperwork, and forms to appropriate offices across campus.
- Create and maintain a filing system for hard and electronic records, correspondence, and any other material for the athletic department.
- Respond to routine correspondence.
- Maintain and distribute accurate minutes from all department meetings.
- Maintain current personnel contact information for the athletic department and other key university offices.
- Prioritize the responsibilities and requests from multiple coaches and a variety of students to maintain the integrity of the workload and timely response to deadlines.
- Assess the abilities and skill level of student workers to assign appropriate duties.
- Collect the appropriate accounting, financial aid and demographic information to prepare the annual EADA report for the Athletics Department.

Other Duties:

- Assist with recruiting activities and events.
- Assist with gameday ticket sales as needed.
- Assist athletic department members as time permits.
- Perform other duties as assigned by supervisor.
- Maintain relevant student and staff information for distribution to the university through Dashboard Reports, Board of Trustee updates, and Bison Athletic Association communication.

Required Qualifications:

- Operate office equipment such as fax machines, copiers, and phone systems.
- Demonstrate ability to utilize Word to generate accurate documents and Excel including spreadsheet calculations. Other software abilities include database management, email, and calendar programs.
- Utilize effective communication skills.
- Ability to multi-task.
- Initiative to work independently.
- Ability to work effectively with frequent interruptions.

Education:

- **Preferred:** College or job-related training specific to collegiate athletic offices.
- **Required:** High school diploma or GED.

Experience:

- **Preferred:** 18 months or more of secretarial or administrative support.

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Equipment:

- Standard office equipment.
- Microsoft Office software – intermediate skill level.

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.
- Please apply using the link for “Support Staff 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. 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.