

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant to the Executive
Offices

Department: Executive

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 are expected to embrace these expectations and to model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *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: Oklahoma Baptist University (OBU) is a premier employer in central Oklahoma. OBU engages top talent to transform student's lives and you can join our campus. At OBU, students learn how all knowledge connects and how that framework can be informed by a thoughtful Christian worldview.

The Assistant to the Executive Offices plays a key role in providing top-level administrative support while creating a professional, welcoming presence on campus. This role serves as the first point of contact for the professionals in the OBU Executive Offices for operations, functions, and procedures.

Essential Functions:

- Prepare and organize documentation, requests, and information, expediting the flow of work in the office for both the Chief Financial Officer (CFO) and the President.
- Serve as receptionist answering all incoming calls.
- Create a welcoming environment as the host for office guests.
- Coordinate and maintain schedule for appointments, meetings, correspondence, etc. regularly for the CFO and as needed for the President.
- Compose and prepare assigned routine correspondence, meeting minutes, and documents as requested; ensure materials are prepared in a professional, accurate, and expedient manner.
- Assist in planning and coordination of assigned university events.
- Develop and maintain accurate record-keeping systems for correspondence, reports, records, and other essential documents and information such as contractual documents.

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- Establish and maintain collegial and collaborative relationships with all OBU employees.
- Prepare and route all OBU forms through predetermined university processes.
- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment for the Executive Offices.
- Provide administrative support through the recording and organization of minutes in appropriate councils and task forces as needed.
- Process incoming mail and record checks and other sensitive documents per university protocol.
- Assist the Assistant VP for Finance and Administrative Services Office in various duties as assigned.
- Reconcile assigned financial information.
- Prepare and enter assigned journal entries and budget adjustments.
- Prepare and process uploads into the General Ledger system such as budgets.
- Enter Accounts Receivable entries.
- Provide financial budget assistance for annual budget processing with CFO.

Other Duties:

- Assume responsibility for diverse tasks and ad hoc projects as needed.
- Provide coverage for Executive Assistant duties during absences.
- Track personal time and attendance daily.
- Perform all other duties as assigned by supervisor.

Qualifications:

- Able to provide empathetic, excellent clear verbal and written communication, and patience with all stakeholders with exceptional follow-up skills for closing communication loops.
- Able to establish and maintain effective working relationships with others.
- Able to work collaboratively with others in team environments.
- Able to be highly organized and focused on accuracy and details with a keen sense of organizational efficiency.
- Possess system for prioritizing according to organizational and supervisor priorities with the capacity to be flexible when priorities suddenly change.
- Possess high standards of conduct, integrity, appearance, and attitude.
- As an initiative-taker, able to work alone with little supervision or contributing meaningfully as part of a team.
- Able to think clearly and maintain composure under high pressure situations when time is a factor.
- Able to review and analyze information and documents for organization and presentation.
- Able to manage confidential information appropriately.

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- Possess professional competency with standard office technology, including Microsoft Office.
- Demonstrate advanced knowledge in the use of Excel and Word.
- Able to learn and master other technology resources common to university functions such as Adobe and Banner.
- Possess knowledge of accounting principles and practices related to budgeting and analysis.

Required:

- High school diploma or equivalent.
- 3 Years office administrative experience.
- Multi-line phone system.
- Copier includes scanning and fax.
- Ability to sit for extended periods of time.
- Ability to occasionally lift 48 lbs.
- Sufficient physical mobility to travel across campus, stand, stoop, bend, or reach as needed for required tasks.

Preferred:

- 2 Years experience in an academic setting.
- Bachelor's degree in business administration, accounting, or another related field.

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.

On-Line Application Process:

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 “**Staff Application**” and apply for the position you qualify for. Make sure you attach all the requested documents. Thank you for your interest in OBU.