

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: OBU Prep and Partnership Student
Services Coordinator

Department: ONGE

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 OBU Prep and Partnership Student Services Coordinator is responsible for overseeing the university's high school student preparatory department (concurrent programs) including managing dual credit partnerships with high schools and advising dual enrollment students in both online and in-person modalities. This person will also lead in supporting the onboarding and advising of students entering the university through subscription-based partnership programs. This role serves as a key liaison between the university, partner high schools, academic departments, and enrolled students to ensure a seamless, high-quality academic and student support experience.

Essential Functions:

Dual Credit & High School Partnership Management

- Manage and maintain dual credit partnerships with high schools, including communication, coordination, and compliance with institutional and state policies.
- Serve as the primary point of contact for high school administrators, counselors, and instructors participating in dual credit programs.
- Coordinate course offerings, student eligibility, registration processes, grading timelines, and academic calendars related to dual credit.
- Collaborate with academic departments to ensure curricular alignment and instructional quality.
- Assist with partnership development, renewals, and data reporting as needed.

Student Advising & Support (Dual Enrollment)

- Provide academic advising to dual enrollment students participating in online and on-campus courses.
- Guide students and families through enrollment processes, course selection, registration, academic policies, and university expectations.
- Support students in navigating learning management systems, academic resources, and student services.

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- Monitor student progress and proactively intervene when academic or engagement concerns arise.
- Communicate regularly with students, parents/guardians (as appropriate), and school partners.

Subscription-Based Partnership Onboarding & Advising

- Support onboarding for new students entering the university through subscription-based partnership models.
- Advise students on academic pathways, degree planning, and transition from partnership status into traditional enrollment, when applicable.
- Coordinate orientation materials, advising sessions, and communication workflows for subscription-based cohorts.
- Collaborate with admissions, registrar, financial services, and academic units to ensure smooth student entry and persistence.

Administrative & Collaborative Functions

- Maintain accurate student and partnership records using institutional systems.
- Assist with program assessment, reporting, and continuous improvement initiatives.
- Contribute to the development of advising materials, guides, and communication templates.
- Participate in outreach events, information sessions, and training related to dual credit and partnership programs.
- Stay informed on best practices and regulatory requirements related to dual enrollment and pre-college programs.

Other Duties:

- Meet regularly with online partners.
- Assist in recruiting new subscription partners
- Other duties as assigned.

Required Qualifications:

- Experience in academic advising, student services, enrollment management, or partnership coordination in a higher education or K–12 context.
- Strong interpersonal and communication skills, with the ability to work effectively with high school students, parents, educators, and university stakeholders.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple programs and priorities simultaneously.

Education:

Required: High School Diploma.

Preferred: Bachelor's Degree.

Experience:

Required: Administrative Experience.

Preferred: Experience in education as a teacher, administrator, or advisor.

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Equipment:

- Microsoft Office 365.

Physical Requirements:

- Ability to travel, on occasion, to meet with schools or attend conferences.

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.