

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Success Specialist/Academic Outreach **Department:** Milburn Student Success Center

Supervision Received: Associate Dean, Academic Support

Supervision Given: Student workers, as assigned

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.

- *Commitment to the essentials of the Christian faith.*
- *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.*

Purpose:

To provide support services and programming for special student populations to increase academic success, persistence, and retention.

Essential Functions:

Identify at-risk populations and develop support plans and academic outreach based on student needs. Solicit the support and assistance of appropriate university personnel to engage with at-risk students to offer encouragement and accountability for the purpose of fostering success. This includes individual meetings with students and speaking to classes and other groups.

Initiate and execute additional programming for the student body to promote academic success strategies, connections with faculty, and overall engagement as it relates to academic excellence.

Work alongside the Office of Admissions to identify candidates for the Pursuits program, facilitate interviews for qualified candidates, and provide mentoring support for Pursuits students during their first year.

Organize and facilitate the offering of National (four tests/year) and On-Campus ACT Testing (once a month).

Work alongside the Director of Student Success and the Director of Academic Advising as needed to provide support to additional identified student populations.

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Other Duties:

Maintain confidentiality of student records and conversations. Maintain files and compile appropriate reports for supervisor. Perform other duties as assigned.

Qualifications

Required:

- Excellent written and verbal communication skills.
- Ability to reason and solve problems.
- Ability to work independently and prioritize job responsibilities.
- Skill in motivating people and talking with others to convey information effectively. Ability to manage communication flow with effective follow up.
- Bachelor's Degree
- Ability to operate computer, phone, standard office systems and equipment.
- Physical stamina to meet with students, faculty, and staff and to move around campus when necessary.
- Must be an active member of a local evangelical Christian church.

Preferred:

- 2 or more years working in higher education.

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.