

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** University Records Coordinator

**Department:** Registrar

### **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 University Records Coordinator is responsible for overseeing and completing transfer credit evaluation and data entry into the student information system, communicating with athletics to determine NCAA eligibility and remaining requirements, and completing both internal and external reports.*

### **Essential Functions:**

- **Function Specific Responsibilities**
  - Oversee and assist with receiving transcripts, evaluating transcripts, and entering transfer information into the student information system with assistance from other registrar staff and student workers.
  - Oversee and assist with entering CLEP, AP, and other tests granting academic credit into the student information system.
  - Assist with NCAA eligibility determination of student athletes. this will include evaluation of incoming transcripts, confirming transferable degree credits, terms of attendance, calculation of GPA information because not all courses will count toward GPA, sending copies of transfer transcripts and other necessary documents to Assistant Athletic Director of Compliance.
  - Perform degree audits for athletes when necessary.
  - Update student athlete data in NCAA systems and student information system.
  - Send transcripts and other documentation to NCAA when necessary.
  - Compile enrollment reports to external agencies such as OSHRE, National Student Clearinghouse.
  - Compile internal reports for tracking enrollment as directed.
  - Assist with ad hoc reporting as directed.
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- **General Registrar Duties**
  - Assist the Registrar with enrollment processes, grade processing, end of term processing, incomplete processing, etc. as assigned.

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- Assist students with schedule changes as needed.
  - Assist with entering FERPA and Ethnicity data into the student information system and store in electronic student record.
  - Create student records in information system for non-degree seeking students.
  - Assist with commencement ceremony responsibilities.
- Assist the Registrar with special projects and other duties as assigned.

### Other Duties:

- Regularly review job functions and recommend improvements to enhance effectiveness.
- Maintain confidentiality of department and University information.
- Approximately 4 times a year, a Saturday is required for new freshman registration and commencement.

### Required Qualifications:

- Excellent customer service with internal and external constituencies.
- Professional competency in use of standard office technology, including Microsoft Office products and ability to learn and master other technology resources common to university functions, such as the student information system.
- Collaborative work habits and ability to establish collegial relationships, able to participate actively in a team environment.
- Strong interpersonal relationships and communication skills.
- Attention to detail in dealing with student records and reporting requirements and the ability to successfully handle multiple unique tasks within a typical day with efficiency and accuracy.

### Education:

**Required:** College degree or significant work experience.

**Preferred:** Work towards or completed bachelor's degree; experience in higher education.

### Experience:

**Preferred:** Experience working with academic records, transcript evaluation, and knowledge of FERPA. Five years of higher education experience.

### Equipment:

- Standard office equipment and technology (computer, scanner, printer, etc.).
- Microsoft Office.
- Student Information System (Banner).
- NCAA/Athletics Software (ARMS, Compliance Assistant).
- Parchment.

### Physical Requirements:

Ability to sit for extended periods of time, lift 5-10 pounds, and have sufficient mobility and physical stamina to walk around campus to various offices.

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### **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](mailto:HR@okbu.edu).