



## Qualifications

### Knowledge, skills, and abilities

Knowledge of principles of personal service, of methods for promoting services, including marketing strategy and tactics, demonstration, techniques, and control systems, of human behavior; individual differences in ability, personality, and interests.

Skill in motivating people, talking to others to convey information effectively, identifying indicators of system performance and the actions needed to improve or correct performance, and the use of logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.

Ability to communicate information and ideas, orally and in writing, so others will understand; to come up with unusual or innovative ideas and creative ways to solve a problem; listen, communicate clearly, sit and/or stand for extended periods of time, pull, squat, bend, kneel, reach, and lift 50 lb (occasionally 90 lb with assistants).

### Education

Bachelor's degree required; prefer degree in marketing, public relations, journalism, or related field.

### Experience

None required; experience in college admissions preferred.

### Equipment

Personal computer, including software

Telephone

Standard office equipment

### Special Requirements

Membership in an evangelical Christian church required; Southern Baptist church membership preferred.

Must provide own vehicle and proof of business use automobile insurance with BI & PD liability at 100/300/100 levels.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation  Performance Evaluation\*.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

*\*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

\_\_\_\_ New  Revision: \_\_\_\_ FLSA: non-exempt *HR Office only* IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) \_\_\_\_\_