

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant or Associate Professor of
Digital Media Arts (DMAR)

Department: College of Fine Arts, Division of
Communication Arts

Kaylene Barbee
Prepared by

12.9.11
Date

Ken Gabrielse
Approved by

12.9.11
Date

Supervision Received: Dean, College of Fine Arts and Division Chair, Division of
By title Communication Arts

Supervision Given:
By title(s) Student workers

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: *What result(s) or objective(s) is this position expected to achieve? Why does this job exist?*

Communication Arts strives to integrate the fields of communication studies, broadcasting, theatre arts, public relations and journalism by creative interdisciplinary emphases. Communication Arts practices a policy of synthesis of theory into application through laboratory experience, practice and performance. The Communication Arts facilitates learning designed to stimulate artistic, social, cultural, spiritual and professional development. The successful candidate will be an effective teacher of television production, audio production, and other areas of media interest.

Essential Functions: *A job function may be considered essential because: 1) the position exists to perform the function; 2) limited number of employees available among who the performance of the function can be distributed; 3) the person in the position is hired because of his or her ability to perform a particular, highly specialized function.*

- Teach courses within the converged curriculum of the Division of Communication Arts including news gathering (print, broadcast, and new media), management in media organizations, social responsibility (media law and media ethics), and other courses related to the candidate's areas of expertise
- Advise the weekly student newscast, "News30"
- Establish contacts with professionals in Oklahoma media
- Work cooperatively within the Division of Communication Arts

New _____	Revision _____	FLSA _____	IPEDS _____	Sal/Grd Assignment _____
PRN(s) _____				

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Qualifications: *List KSAs required to perform duties at an acceptable level.*

Knowledge, Skills and Abilities:

- Knowledge and demonstrated experience related to using various communication platforms
- Possess and demonstrate strong interpersonal skills
- Ability to assess student ability and adjust teaching as appropriate
- Ability to relate to colleagues in the OBU community and to represent the university to constituencies beyond OBU
- Ability to advise students

Education: *List Education that would likely lead to the possession of the required KSAs.*

- **Preferred:** Ph.D. in Electronic Media, Digital Media Arts, Broadcast, Journalism, or related fields
- **Required:** Masters Degree in Electronic Media, Digital Media Arts, Broadcast, Journalism, or related fields

Experience: *List Experience that would likely lead to the possession of the required KSAs.*

- **Preferred:** Significant professional experience, news experience is a plus, higher education teaching experience in digital media arts
- **Required:** Professional experience, full-time teaching in digital media arts

Equipment: *List any specialized equipment or software the incumbent would be expected to regularly use in the performance of their duties.*

- Proficiency in the use of office software and hardware
- Proficiency in the use of classroom audio-visual equipment

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local evangelical church

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 or 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.*