

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Dean, Paul Dickinson School of Business      **Department:** Paul Dickinson School of Business

Debbie Blue      03/24/08      D. Joza      03/24/08  
Prepared by      date      Approved by      date

**Supervision received:** **Chief Academic Officer**  
*By title*

**Supervision given:** **Faculty and office staff of the School of Business**  
*By title(s)*

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *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:

The Dean is responsible for planning, supervising, and administering the academic program of the School. The Dean will provide leadership for the faculty in establishing and maintaining a quality program of instruction consistent with the purpose, aims, and objectives of the institution. The Dean will provide leadership in developing and maintaining a curriculum that is sensitive and responsive to the educational needs of the institution's target populations.

### Essential functions:

- Provide leadership in hiring faculty for the School of Business who meet the academic and spiritual requirements of the University.
- Provide overall direction for the academic programs in the School of Business.
- Supervise the work of the faculty and staff of the School of Business.
- Develop long range and strategic plans for the School of Business which allow their programs to be innovative and entrepreneurial.
- Develop and manage budgets for the Dean's Office and the academic programs of the School of Business.
- Support and encourage faculty development for members of the School of Business Faculty.
- Coordinate evaluation for members of the School of Business faculty.
- Provide leadership and coordinate with the Academic Center in planning class schedules.
- In conjunction with the Chief Academic Officer, plan and manage full-time and part-time faculty teaching assignments.
- Assign faculty advisors for students in the School of Business, train and evaluate faculty advisors.
- Serve on the Dean's Council and other University committees assigned by the Chief Academic Officer.
- Work with the Chief Academic Officer in planning the academic calendar, coordinating academic schedules and enlisting faculty for various University functions such as Preview Days, early freshmen enrollment, etc.

**Other duties:**

- Work with Dean of Enrollment Management to develop and implement recruitment and retention strategies in the School of Business.
- Work in partnership with the Dean of the International Graduate School to
  - schedule courses for the MBA which coordinate with other graduate programs
  - identify and hire faculty for the MBA program who meet the academic and spiritual requirements of the University
  - provide support services to MBA students
  - provide program assessment to MBA students
- Represent the University to businesses locally and regionally, working with the Alumni, Admissions, Development and University Communications offices.
- Teach at least one course in the fall and spring semesters.
- Perform other duties as assigned by the Chief Academic Officer.

**Qualifications****Knowledge, skills, and abilities:** *List KSAs required to perform duties at an acceptable level.*

- Knowledge of effective leadership in higher education; exceptional commitment to Christian higher education; excellent writing ability to communicate in clear, concise, uncomplicated manner with a wide public.
- Outgoing, energetic, and enthusiastic personality; "self-starter", high standards of conduct, appearance, and attitude.
- Ability to work independently with minimal supervision; to manage personnel and financial resources.

**Education:**

- **Preferred:** PhD or equivalent in a discipline related to the curriculum of the School of Business.
- **Required:** Minimum-Master's degree along with significant work and/or academic experience.

**Experience:**

- **Required:** Administrative and teaching experience.
- **Preferred:** Experience in a college or university.

**Equipment:**

- Proficient in the use of office productivity software and a working knowledge of microcomputer hardware and applications.

**Special Requirements:**

- Must be able to see and hear well enough to operate computer and other equipment, answer telephone and direct telephone calls, and must be able to communicate effectively with a variety of constituents. Must have sufficient mobility and physical stamina to walk about the campus to visit various offices, and to travel to various locations in Shawnee, in Oklahoma and beyond the state.

Oklahoma Baptist University welcomes applications from qualified individuals, regardless of race, color, sex, national origin, disability, age, or veteran status. A candidate's religious beliefs and practices will be considered in the light of the University's mission.

**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.*