

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: _____ **Department:** _____

Prepared by _____ Date _____ Approved by _____ Date _____

Supervision Received:

By title

Supervision Given:

By title(s)

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?*

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.*

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

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Other Duties: *List other, important responsibilities or duties that may be performed occasionally or in addition to the essential duties.*

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

Knowledge, Skills and Abilities:

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

- **Preferred:**
- **Required:**

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

- **Preferred:**
- **Required:**

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

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Physical Requirements:

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Special Requirements:

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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.*