

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Director of the Ministry Training Institute

**Department:** School of Christian Service

M. McClellan

S. Norman

12/16/09

Prepared by

Approved by

date

**Supervision received:** Dean, School of Christian Services

**Supervision given:** Site Directors, Instructors and Student Worker(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 purpose of this position is to provide leadership and oversight of the MTI Centers in Oklahoma, other states, and online courses. This position will coordinate the delivery of courses for the A.A. and B.A. Degree in Christian Studies.

### Essential functions:

- Oversee MTI policies, procedures and plan future direction of the program with the appropriate OBU department/division leadership.
- Process student enrollment materials, tuition and fee payments, financial aid and verify all student related maintenance.
- Maintain MTI web site content.
- Plan and execute advertising for MTI with OBU Public Relations.
- Develop and oversee the MTI budget.
- Facilitate the continuing process of development and evaluation of the program curriculum, courses, instructors, and curriculum.
- Recruit, train and evaluate faculty and local site directors.
- Prepare payroll reports and submit to appropriate OBU department for each site.
- Recruit and train online course developers/faculty and maintain online content.
- Act as advisor for current students which includes: degree plan management, graduation projections, surveying students, course enrollment and all necessary MTI related communications.
- Facilitate certification for state boards of regents or departments of education for MTI operations within the state.
- Consult with local colleges and universities in commonly shared areas of interest and activity such as trends and practices in Online Learning.
- Assist in, and coordinate activities with Yellowstone Baptist College related to MTI.
- Visit MTI centers (associations, churches, other organizations) on a regular basis.
- Encourage the creation of new MTI centers in churches and associations.
- Prepare manuals, guidelines, and reports on MTI educational policies and practices for distribution.
- Prepare and distribute necessary course materials to each site for upcoming terms.

## Director of the Ministry Training Institute

### Other duties:

- Serve as a part time member of the faculty of the School of Christian Service, teaching approximately six credit hours per year, participating in faculty meetings, and serving on some University Committees. The Director would be assigned to one of the Divisions of the School of Christian Service, Religion or Applied Ministry, appropriate to the terminal degree held or finishing and as a part time faculty member.
- The Director must work together with other OBU Departments and personnel and maintain contact with the Directors of the various MTI Centers.
- Perform other duties as assigned.

### Qualifications

#### Knowledge, skills, and abilities:

Knowledge of effective leadership in higher education; exceptional commitment to Baptist/Christian higher education; Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources; Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement;

Outgoing, energetic, and enthusiastic personality; "self-starter", high standards of conduct, appearance, and attitude. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Managing one's own time; Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

The ability to listen to and understand information and ideas presented through spoken words and sentences; The ability to communicate information and ideas in writing so others will understand; Ability to work independently.

#### Education:

Ph.D. (or ABD) in Religion, Applied Ministry, Theology or related area.

#### Experience:

- Experience in course development and educational instruction.
- Online course delivery or develop the capacity to deliver courses online.

#### Equipment/Technology:

Standard office equipment, including personal computer, fax, 10-key, and copier. Proficient in using Microsoft Office and Corel applications required.

#### Special Requirements:

- The Director must be a Southern Baptist who is a member of one of those churches and intentionally relate to those churches on behalf of OBU.
- The Director must effective in administrative leadership, develop and maintain relationships with our State Convention, Associations, and churches, and teach.
- The Director must have the ability to balance necessary travel with the daily office responsibilities and part time teaching responsibilities.

HR Office Only						
Grade	_____	Class	«Class»	FLSA	Exempt	FTE 1.0
PRN(s)	2SMA01				EEO	_____