

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Assistant (part-time) Department: CGPS

Susan DeWoody 8/13/2018
Prepared by date Approved by date

Supervision received: Director of Recruitment; Graduate Dean

Supervision given: Student Workers
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 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:

To provide part-time administrative support for the daily operations of the College of Graduate and Professional Studies, including specifically the functional areas of graduate recruitment and online course management.

Essential Functions:

- Maintain a consistent, positive representation for the College of Graduate and Professional Studies by phone, email and in-person, serving as the office host for incoming guests.
- Serve as the central processor for budgetary procedures in the Graduate College, completing check requests, purchase orders, invoices, and p-card reconciliations related to the purchases attached to graduate lines in the institutional budget.
- Participate in the recruitment of prospective students, including the scanning and digital management of and communication with students and team members regarding prospective student data and admission records.
- Organizes programs, events, meeting or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers and controlling event budget.

___ New ___ Revision: _____ FLSA:

HR Office only

IPEDS: _____ Sal/Grd assignment: _____

PRN(s) _____

Other Duties:

- Works in collaboration with other college deans’ assistants to successfully prepare faculty and classroom spaces to offer courses in multiple locations, including online
- Assists CGPS staff with collection of prospective and enrolled student information, documentation, and contact.
- Meet regularly with the staff members in the College of Graduate and Professional Studies.

Qualifications:

Knowledge, Skills, and Abilities:

- Basic computer skills, including word processing, spreadsheets, presentation software, and email.
- Strong and precise written and verbal communication skills.
- Understanding of budget reporting and reconciliation.
- Highest levels of professionalism and ability to maintain strictest confidentiality.
- Self-motivated, consistently collegial, and able to creatively problem-solve.

Education and Experience:

- **Preferred:** College and/or professional training
- **Required:** High school diploma

Equipment:

- Basic office equipment, including telephone system, computer, scanner and copier.

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member of an evangelical church, preferably Southern Baptist

Physical Requirements:

- Ability to remain at a desk for several hours at a time and to lift up to 25 pounds.

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.*