

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Assistant, Division of Art and Design; Division of Communication Arts	Department: Division of Art and Design; Division of Communication Arts
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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 must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: Oklahoma Baptist University and The Warren M. Angell School of Visual and Performing Arts are looking for an Administrative Assistant to support the Division of Art and Design; Division of Communication Arts through operational coordination, administration, and facilities support. The Administrative Assistant also engages students and prospective students regularly and will represent OBU and the Division's mission and core commitments.

Essential Functions:

- Oversee the production of printed programs, digital signage, and all promotional materials related to the division events and performances.
- Assist with divisional budget reporting, purchasing, and invoicing.
- Maintain a communication flow with prospective students, assisting with tracking auditions, admittance and scholarship communications.
- Maintain a presence of information for current and prospective students, full-time and part-time faculty, donors, and guests.
- Assist the Division Chair with load reporting of full-time and adjunct faculty.
- Coordinate with the Division Chair and Faculty, the planning, publicity, and promotion of the divisional campus events. Work as liaison between faculty and the events office for events and event accommodations.
- Assist the division in managing and administering communications with the part-time faculty, including coordination of applications, personnel recommendations, key requests, and securing office space and technology.
- Assist with the facilities management of Sarkeys Center, Art building and Art annex including room use management.
- Assist the divisional chair with coordinating, publishing, and updating class schedules and locations for each semester.

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- Work with the division in ensuring accuracy of their representation on the OBU website, including updates to the website calendar and content.
- Assist the divisional chair in training and supervising student workers.

Other Duties:

- When needed, attend weekend and evening events.
- At times assist with travel plans for the Chair and/or faculty.

Required Qualifications:

- High School diploma.
- Previous work experience in a related field.

Preferred Qualifications:

- College and/or professional training.
- Administrative experience in a related field.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Support Staff Applications” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.