

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Assistant for Academic Administration **Department:** Academic Administration

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: The Administrative Assistant will provide support to Academic Administration, including the Provost/CAO, Vice President for Academic Operations and Partnerships as well as the academic leadership team. Support will include but are not limited to calendar management, reserving spaces for upcoming meetings and events, assisting in travel arrangements and academic administration processes. This assistant frequently engages faculty, staff, students and prospective students and provides a welcoming presence to the Academic Administration office.

Job Role and Responsibilities:

Communication

- Serves as a point of contact for the Academic Administration office, representing them and creating a welcoming environment for guests.
- Facilitates clear communication between academic leadership and faculty, staff and students as well as external visitors and callers.
- Promotes a positive image of the University and stays informed about University programs and initiatives.
- Manages correspondence, answer phone calls, takes messages and drafts emails on behalf of Academic Administration while maintaining confidentiality and professionalism.

Calendar Management

- Maintains the calendar for Academic Administration leadership, scheduling appointments and assists in prioritizing commitments.
- Creates Zoom and Teams links for virtual meetings.
- Assists with scheduling for academic events for Academic leadership.

Academic and University Event Coordination

- Reserves rooms and spaces for meetings and events.
- Coordinates with Community Experiences and AV/technology needs and arranges for catering either through Chartwells or off-site vendors as needed.

Academic Affairs

- Registers Academic leadership for conferences and maintains records of memberships.
- Manages travel arrangements and processes travel expenses using Center Card.

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- Assists in Academic Administration office flow. Ordering office supplies and equipment, maintaining office and building needs.
- Able to assume multiple roles when assigned.
- Perform additional responsibilities as assigned by Academic leadership.

Knowledge and Skills Required:

- **Exceptional Communication Skills:** Ability to communicate clearly and professionally, both verbally and in writing.
- **Team Management:** Able to assist in the oversight of front desk coverage, ensuring consistent phone and in person coverage.
- **Organizational Excellence:** Strong ability to manage multiple calendars, prioritize tasks, and coordinate complex schedules and events. Skilled at following through on tasks and closing the loop as needed.
- **Technological Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint). Adept at design tools (Adobe Express, Canva). Skilled in using Zoom, Microsoft Teams, and other virtual meeting platforms. Comfortable with SharePoint, document management systems, and cloud-based collaboration tools.
- **Event Planning and Coordination:** Experience in organizing meetings, academic events, and conferences, including logistics, catering, and AV coordination
- **Attention to Detail:** High level of accuracy in preparing documents, managing records, and handling confidential information.
- **Budget and Expense Management:** Familiarity with budget tracking, expense reporting, and procurement processes.
- **Professionalism and Discretion:** Maintains confidentiality and exercises sound judgment in sensitive situations. Possesses high standards of conduct, appearance and attitude.
- **Interpersonal Skills:** Ability to build positive relationships with faculty, staff, students, and external stakeholders. Knowledge of guest experience satisfaction.
- **Problem-Solving Abilities:** Proactive in identifying issues and implementing effective solutions.
- **Adaptability and Initiative:** Comfortable working in a dynamic environment and taking initiative without constant supervision.
- **Supervisory and Training Experience:** Ability to mentor and support administrative staff, fostering a collaborative and growth-oriented team culture.
- **Familiarity with Higher Education Environment:** Understanding of academic structures, governance, and university operations.

Education:

Required: Associate's degree or High School diploma (2 years relevant experience may substitute for degree requirement).

Preferred: Bachelor's degree.

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Experience:

Required: Office Administrative experience (2 years). Bachelor's degree in related field may substitute for work experience.

Preferred: Office administration experience in an academic setting.

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.