

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Assistant for the
Division of Exercise Science,
Sports & Recreation

Department: Exercise Science, Sports &
Recreation

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 is seeking a detail-oriented and organized individual to fill the role of Administrative Assistant. The Administrative Assistant for the Division of Exercise Science, Sports & Recreation (ESSR) supports the Chair and faculty in the administrative operations, function, and procedures of the Division of ESSR. The Administrative Assistant also engages students and prospective students regularly and provides a welcoming presence.

Essential Functions:

- Provide administrative support for faculty schedules and maintenance of the calendar for ESSR events and student advising appointments.
- Assist with travel plans for faculty and students.
- Assist with unit budget reporting, purchasing, and invoicing.
- Maintain a communication flow with prospective students, assisting with tracking communications and prospective student appointments for visit.
- Assist the Chair of ESSR with load reporting of full-time and adjunct faculty.
- Coordinate planning, publicity, and promotion of all on-and off-campus events with the ESSR Chair and faculty.
- Assisting with the facilities management of Noble Complex offices and classrooms, including room use management.
- Assist the ESSR Chair in managing and administering communications with part-time faculty, including coordination of applications, employment paperwork, key requests, and securing office space and technology.
- Assist the ESSR chair in coordinating, publishing, and updating class schedules and locations for each semester.
- Work with the ESSR faculty in ensuring accuracy of the OBU website content representing the ESSR programs and making updates to the website calendar and webpages.

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- Assist with updating and maintaining ESSR social media accounts.
- Supervise student workers as assigned by the appropriate Budget Director.
- Assist the ESSR Chair in training and supervising student workers.
- Meet regularly with the support staff across the Business, Health Science, and Education areas.
- Meet regularly with the ESSR faculty to assess needs.

Other Duties:

- Oversee the scheduling and coordination of metabolic test and lab activities.
- Manage lab inventorying, including tracking supplies and equipment.
- Place orders for lab materials and ensure timely delivery.
- Maintain accurate records of lab usage, test results, and equipment maintenance.
- Assist in preparation and setup of lab equipment for classes, research, and testing.
- Ensure compliance with safety protocols and proper handling of lab equipment.

Optional Advanced Responsibilities: For candidates who hold a Certified Strength and Conditioning (CSCS) certification or a Personal Training Certification (NSCA-CPT, NASM, or ACSM).

- Conducting and overseeing advanced metabolic testing, such as VO2 Max testing, BodPod assessments, and blood lactate testing.
- Interpreting test results and providing detailed reports to faculty, staff, and clients.
- Training and supervising students or staff in the proper use of lab equipment and testing protocols.
- Assisting in the development of exercise protocols and research studies.

Qualifications:

- Able to organize, direct, manage, and delegate tasks as needed to ensure completion of the business of ESSR.
- Self-motivated and able to creatively solve challenges.
- Able to provide clear communication and patience with all stakeholders, with exceptional follow-up skills for closing communication loops.
- Able to establish and maintain effective working relationships with others.
- Able to be highly organized and focused with the capacity to be flexible when priorities suddenly change.
- Possess collaborative work habits with ability to establish collegial relationships, able to participate actively in a team environment.
- Possess organizational efficiency and attention to detail.
- Able to work quickly with a high degree of accuracy, and the ability to multi-task
- Able to handle confidential information appropriately.
- Able to adjust priorities based on the needs of the Division.

Education:

- **Required:** High School diploma or equivalent.
- **Preferred:** Bachelor's degree.

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Experience:

- **Required:** Previous work experience in a related field.
- **Preferred:** Administrative 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.