

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### Administrative Assistant for the School of Nursing

**Department:** School of Nursing

#### **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 are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *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*

#### **Overview**

The Administrative Assistant for the School of Nursing supports the Chair and faculty in the administrative operations, function, and procedures of the School of Nursing. The Administrative Assistant also engages students and prospective students regularly and provides a welcoming presence in the School of Nursing.

#### **Job Role and Responsibility**

- Manage work and information flow that pertains to the Chair and faculty for the School of Nursing
- Coordinate vendor and clinical agency contracts
- Prepare and distribute assigned correspondence, reports, mail, and documents for distribution and presentation; all materials should be prepared and distributed in a professional, accurate and expedient manner
- Maintain accurate record-keeping systems for correspondence, reports, records, and other essential documents and information for the office of the Chair; including but are not limited to Board of Nursing, agendas and minutes for Nursing Full Faculty Committee and Nursing Leadership Council meetings
- Provide appropriate administrative support in conjunction with Human Resources for personnel files directly related to the office of the School of Nursing; including but not limited to personnel recommendations, faculty and adjunct contracts, and coordination of faculty interviews
- Coordinate incoming faculty and process items needed for a successful launch
- Assist the Chair of the School of Nursing with load reports for full-time and adjunct faculty

- Oversee the clinical requirements, background checks, and drug screen process for students and faculty
- Assist in compiling clinical information, including but not limited to sites, regulations, and student scheduling
- Coordinate the calendar of appointments and meetings for the Chair for the School of Nursing
- Ensure accuracy of course schedules and classroom assignments listed in the Student Information System
- Coordinate course schedules and classroom assignments, working collaboratively with other colleges for the best use of Stavros Hall classroom resources
- Ensure real-time accuracy of the school's budgets; assist with budget reporting, check requests, and purchasing following university procedures
- Coordinate applications to the nursing program
- Coordinate nursing scholarship applications
- Coordinate annual nursing recognition ceremony
- Maintain records for the School of Nursing following CCNE accreditation and Oklahoma Board of Nursing guidelines
- Receive visitors to the School of Nursing, answer inquiries personally or refer, as appropriate
- Oversee planning and coordination of special events held by the School of Nursing, including Pinning and Awards ceremonies, Blessing of the Hands, and Homecoming
- Oversee building needs for Stavros Hall, assisting with technology trouble-shooting as possible
- Interview, schedule, and supervise student workers
- Assist with recruiting activities and events
- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment
- And any other duties as assigned

### **Knowledge, Skills, and Abilities Required**

- Able to organize, direct, manage, and delegate tasks as needed to ensure completion of the business of the school of nursing
- 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 school

### **Qualifications, Experience, and Education**

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

- **Required:** Administrative experience in an office - a bachelor's degree in a related field may substitute for work experience
- **Preferred:** Administrative experience in an academic setting

**Special Requirement:** Active membership in a local, evangelical Christian church