

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Administrative Assistant Prison
Education Program

Department: Prison Education Program

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 for the Prison Education Program will assist the Director and, by extension, the PEP Campus Directors to ensure smooth, efficient, and timely office procedures are implemented to effectively support the initiatives of the Prison Education Program in the accomplishment of its mission.

Essential Functions:

- Program Coordination
 - Support the coordination of Prison Education Program operations across correctional facilities under the direction of the Director and, by extension, the PDP Campus Director(s).
 - Maintain and distribute teaching schedules, classroom calendars, course rotation information, and instructor assignments provided by leadership.
 - Relay and confirm logistical information with Department(s) of Corrections (DOC) personnel regarding facility access, roster updates, clearance lists, and security requirements.
 - Assist in planning and coordinating PEP academic events, including orientations, celebrations, chapel coordination, and guest teaching visits, based on guidance from leadership.
 - Support major PEP graduation ceremonies (currently held every other year, with potential expansion to yearly) by assisting with graduate lists, invitations, DOC compliance, preparation, communication, event programs, logistics, and follow up correspondence.
 - Communicate promptly when DOC scheduling changes or operational constraints require adjustments.
- Faculty Support

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- Provide administrative support for PEP instructors to ensure smooth instructional operations and ongoing compliance with DOC and OBU requirements in accordance with PEP leadership.
- Track and maintain faculty DOC clearance documentation, background checks, renewal deadlines, and required training; notify instructors proactively when items are due.
- Maintain records of OBU faculty credentials and required academic documentation; assist with onboarding and renewal of adjunct contracts and appointment paperwork.
- Relay teaching schedules, classroom assignments, facility access procedures, and program updates to all instructors.
- Serve as the first point of contact for faculty logistical questions and route more complex issues to leadership as appropriate. ○ Assist in the preparation and distribution of syllabi, course materials, assessments, and classroom packets.]
- Maintain attendance and grade reports based on documents submitted by faculty.
- Communications
 - Serve as a central communication hub for information flowing in and out of the program.
 - Maintain program email correspondence and phone communication, responding or forwarding items appropriately.
 - Prepare and distribute newsletters, announcements, and official communications at the direction of program leadership.
 - Support PEP-related social media content (as permitted by DOC and OBU), highlighting approved milestones, graduations, faculty involvement, and program development.
 - Assist program leadership with donor-relations communication by preparing thank-you letters, event updates, program newsletters, and reports for supporters, ensuring accuracy, professionalism, and timely delivery.
 - Ensure all communication reflects professionalism, confidentiality, and sensitivity toward justice-involved students.
- Administrative Operations
 - Provide daily administrative support to the PEP Director and Campus Director(s).
 - Assist with scheduling, calendar management, meeting coordination, agenda preparation, and minute-taking.
 - Maintain digital and physical filing systems in compliance with FERPA and DOC confidentiality requirements.
 - Track project deadlines and follow up on assigned tasks to support momentum and timely completion.
- Budget and Purchasing Support
 - Assist with routine financial processes under the direction of program leadership.
 - Submit purchase orders, process reimbursement requests, track invoices, and reconcile basic expense records.
 - Maintain organized documentation of instructional materials, supply orders, and program expenditures.
 - Assist with donations processing, including logging contributions and forwarding documentation to the appropriate university offices for receipting and record keeping.
- On-Site Support in Correctional Facilities

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- Provide occasional administrative assistance inside correctional facilities as needed and within DOC access limitations.
 - Distribute materials, verify rosters, support faculty and guest instructors, and help troubleshoot logistical issues in collaboration with DOC staff.
 - Travel to facilities when requested; maintain DOC access clearance and observe all safety and professionalism protocols.
- Collaboration and Relationship Support
 - Help maintain constructive communication between the PEP and internal/external partners.
 - Relay information between Academic Affairs, Hobbs School of Theology, DOC leadership, faculty, student services, donors, and other stakeholders at the direction of program leadership.
 - Represent OBU's Christian mission with professionalism, compassion, and respect in all interactions.
- Evaluation and Reporting
 - Assist with data collection to support program assessment and improvement.
 - Compile faculty and student feedback at the request of program leadership.
 - Help assemble reports for Academic Affairs, DOC partners, donors, accreditors, or grant-funding entities.

Other Duties:

- Maintain the confidentiality of all department and University information.
- Perform other duties as assigned.

Required Qualifications:

- Professional Knowledge & Skills
 - Strong organizational and time-management skills with the ability to manage multiple tasks, schedules, and deadlines simultaneously.
 - Excellent written and verbal communication skills, including professional email etiquette and clear information relay.
 - Ability to maintain accurate records, manage sensitive data, and work with confidential information in compliance with FERPA and security guidelines.
 - Competence in office administration, scheduling, document preparation, and digital file management.
 - Ability to learn and apply university policies, DOC security protocols, and program procedures.
- Interpersonal & Collaboration Skills
 - Ability to communicate courteously and professionally with a diverse range of stakeholders, including faculty, DOC personnel, incarcerated students, donors, and university offices.
 - Demonstrated reliability and follow-through in relaying information, meeting deadlines, and supporting colleagues.
 - Ability to work independently while also functioning effectively within a collaborative team structure.
- Problem-Solving & Adaptability
 - Ability to respond calmly and professionally to unexpected schedule changes or operational constraints in a highly regulated environment.
 - Strong attention to detail and commitment to accuracy in fast-paced, deadline driven work.

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- Flexibility to shift priorities based on program needs, especially during event preparation and peak operational seasons.
- Mission & Professionalism
 - Commitment to representing Oklahoma Baptist University and the Prison Education Program with integrity, professionalism, and compassion.
 - Ability to interact respectfully with justice-involved students and correctional staff, demonstrating maturity, confidentiality, and sound judgment.
 - Willingness to uphold and support the mission of Christian higher education.

Education:

- **Required:**
 - High school diploma or equivalent.
 - Education or experience demonstrating strong administrative, organizational, and communication skills.
- **Preferred:**
 - Associate's degree or bachelor's degree in a relevant field (such as business administration, communications, ministry, psychology, social sciences, criminal justice, or education).

Equipment:

- Office computer and standard office equipment (e.g., printer, copier, scanner, telephone).
- Microsoft Office Suite (especially Outlook, Word, Excel, and Teams).
- PDF-editing software for form preparation and document processing.
- University systems for student records, scheduling, and purchasing (e.g., Canvas, Center Card, and other purchasing portals).
- Cloud-based file storage and shared document environments (e.g., OneDrive or SharePoint).
- Email distribution tools or newsletter platforms for program-wide communication.
- Video-conferencing platforms for virtual meetings (e.g., Zoom or Teams).
- Social media management tools (as permitted by DOC and OBU) for posting program updates.
- Basic event-support equipment when assisting with graduation or program events (e.g., laptop, projector, microphone, sign-in tools).

Physical Requirements:

- Work is performed primarily in a standard office environment on the Oklahoma Baptist University campus, requiring extended periods of sitting, working at a computer, and engaging in phone and email communication.
- The position requires the ability to lift and carry light office supplies and event-related materials (typically up to 20 pounds).
- Occasional travel to correctional facilities is required to support program operations and events; this may involve walking moderate distances within secured areas and passing through security checkpoints.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- DOC access clearance and adherence to security policies are required for facility visits.

Special Requirements:

- Must be a member of a local evangelical* Christian church.

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*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.