Title: Assistant or Associate Professor of Anthropology

Department: College of Humanities and Social Sciences, Division of Behavioral and Social Sciences

Supervision Received:
Division Chair, Behavioral and Social Sciences; Associate Dean and Dean, College of Humanities and Social Sciences

Supervision Given:
None

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.
- 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.

Purpose:
The Assistant or Associate Professor of Anthropology will work with members of the Division of Behavioral and Social Sciences and the Department of Anthropology, History, and Political Science to fulfill the mission and vision of Oklahoma Baptist University. She or he will help students encounter, analyze, and understand diverse cultures and communities, drawing on insights from the contemporary discipline, including research techniques; lead students to apply their understanding critically to address social and cultural problems; and help students draw on and apply insights and experiences from historical Christian faith in their study and application of the discipline of Anthropology.

Essential Functions:
- Teach introductory and upper-level undergraduate Anthropology courses.
- Prepare and distribute syllabi according to University policy.
- Organize and direct learning experiences with assigned classes as outlined in the course syllabi and objectives.
- Meet classes as scheduled and required.
- Keep accurate class records and submit reports and grades on time and as required.
- Be available during office hours to counsel and advise students, especially majors and minors.
- Serve as an academic and professional advisor to students in the department and division.
OTHER DUTIES:
- Participate in divisional duties as assigned.
- Remain professionally active – attend appropriate conferences at all levels, present programs or papers as appropriate, submit journal articles for review and publication, conduct quality research, stay current on the latest developments in the discipline.
- Participate within the campus community, in particular serving on committees as assigned.
- Participate fully in campus faculty development opportunities.
- Represent the University, College, Division, and Department at the state, regional, and national levels.
- Assist in recruiting student to the Anthropology major.
- Promote student interest in majoring or minoring in Anthropology.
- Facilitate and support undergraduate student research.

QUALIFICATIONS:
Knowledge, Skills, and Abilities:
- Must be able to teach multiple Anthropology courses, including Cultural Anthropology, World Cultures, Race and Ethnicity, Kinship, Language and Culture, and Social Science Research Methods.
- Be able to communicate clearly, effectively, and passionately.
- Be able to conduct a college classroom so as to maximize student learning.
- Possess and demonstrate strong interpersonal skills.
- Possess and demonstrate strong pedagogy.
- Possess an intermediate knowledge of office and classroom technology.
- Be able to assess student ability and adjust teaching as appropriate.
- Be able to work effectively with college-age students either one-on-one, in small group settings, or in large classroom environments.
- Be able to relate to colleagues in the OBU community as well as be a representative to the professional community beyond OBU.

Education:
- Preferred: PhD degree in Anthropology
- Required: Master’s degree with hours toward a PhD

Experience:
- Preferred: Experience teaching undergraduates in a Christian, liberal arts environment

Equipment:
- Be proficient in office technology, office software, and classroom presentation software.
- Able to operate computer and other equipment, answer telephone, direct telephone calls, and communicate effectively with a variety of constituents.

Physical Requirements:
- Sufficient mobility and physical stamina to conduct two to three classes back to back; climb stairs or negotiate ramps; walk about the campus to visit various offices; travel to local, regional, and national locations; and transport moderately heavy items to offices and classrooms.

Special Requirements:
- Commitment to the vision and mission of Oklahoma Baptist University
- An active member in a local evangelical church
<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.