

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Assistant or Associate Professor of Music Composition Theory

Department: Division of Music

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.

Core Commitments

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*

Overview

The purpose of the Assistant/Associate Professor of Music Composition/Theory is to enhance the Division of Music by leading the composition program maintaining and raising the level of excellence established within the existing composition program, teaching the theory sequence, recruiting talented students to pursue a degree within the Division of Music, and promoting the work and mission of Oklahoma Baptist University.

Job Role and Responsibility

- Teach applied composition lessons, composition seminar, and composition classes.
- Teach undergraduate theory classes at all levels to include:
 - Fundamental Theory
 - Theory and Aural Skills I, II, III, and IV
 - Theory Seminars about the I-IV theory levels.
- Recruit students to study music and to pursue one of the degrees offered by the Division of Music.

Other Duties

- Maintain membership and participate in appropriate professional organizations.
- Advise undergraduate students.
- Contribute to administrative tasks, including service on departmental and university committees.
- Travel occasionally to recruit prospective students and to accompany current students to performance opportunities, such as Music Educators conferences.
- Collaborate with colleagues and students within and beyond the Division of Music to create and promote excellent musical and academic experiences.

Knowledge and Skills Required

- Must be a clear communicator with exceptional follow-up skills for closing communication loops
- Able to establish and maintain effective working relationships with others
- Able to handle stressful situations in a fast-paced environment
- Possess high standards of conduct, appearance, and attitude
- Possess strong analytical skills
- Proficient with hardware and software tools, including Microsoft Office Applications

Qualifications, Experience and Education

- Demonstration of strong composition skills
- Demonstration of strong skills as a theory educator
- Proven teaching abilities at the undergraduate level
- Knowledge of current pedagogical approaches in composition and theory education
- Keyboard abilities appropriate to the college-level theory instructor
- Interpersonal skills for regular interaction and collaboration with prospective and current students as well as faculty, staff, administration, supporters, and guests of the university.

Required

- Completed Master's degree plus significant progress toward Doctorate
- Private and/or classroom teaching experience at the undergraduate level
- Basic computer skills, including word processing and Learning Management software
- Experience with music writing software such as Finale or Sibelius
- Ability to work some evenings and weekends
- Ability to travel, occasionally overnight for recruitment purposes and to attend professor
- Commitment to the vision and mission of Oklahoma Baptist University
- Must be an active member of a local evangelical church.

Preferred

- Successful teaching as a music faculty member at an accredited undergraduate institution.