

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant/Associate Professor of
Journalism and Mass Media

Department: Division of Communication Arts
College of Fine Arts

Christopher W. Mathews
Prepared by

11/10/16
Date

R. Stanton Norman
Approved by

12/20/16
Date

Supervision Received: Dean, College of Fine Arts
(by title) Chair, Division of Communication Arts

Supervision Given:
(by title) Student workers

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 purpose of the Assistant/Associate Professor of Journalism and Mass Media is to enhance the work of the Division of Communication Arts by teaching courses related to news gathering, media production, videography, and/or social media platforms; collaborating with colleagues and students to produce high-quality stories in print and electronic formats; contributing to the development and implementation of associated curricula; recruiting talented students for pursuit of related degrees; and promoting the work and mission of Oklahoma Baptist University.

Essential Functions:

- Teach undergraduate courses related to Journalism and Mass Media.
- Foster mutually beneficial relationships with Athletics, Creative Communications, and other university entities to provide appropriate on-campus, educational opportunities for Journalism and Mass Media students.
- Work with area high school teachers and church leaders to identify and recruit students who desire jobs in areas such as Sports Broadcasting, Church Media, or Storytelling.
- Facilitate the maintenance and purchasing of equipment and the regular updating of software. Equipment currently includes studio space, green screen, control room, lighting grid, jib, studio cameras, stage sets, edit suites, computer lab, and audio production equipment.

| | | | | |
|--------------|----------------|------------|-------------|--------------------------|
| New _____ | Revision _____ | FLSA _____ | IPEDS _____ | Sal/Grd Assignment _____ |
| PRN(s) _____ | | | | |

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Other Duties:

- Enhance and promote the creative output of students pursuing a degree in Journalism and Mass Media.
- Recruit, train, and supervise students employed through the Bison Sports Network.
- Work collaboratively with colleagues to provide students with guided, real-world opportunities for storytelling across multiple media platforms.
- Recognize and understand trends in journalism and mass communications that inform classroom instruction, production processes, curriculum development, equipment procurement, and the vocational objectives of students.
- Active involvement in appropriate regional and/or national professional associations.

Qualifications:

Knowledge, Skills and Abilities:

- Proven teaching skills at the undergraduate level in both classroom and laboratory environments.
- Demonstration of the capability for on-going scholarly and creative output.
- Interpersonal skills for collaborative work and the recruitment, retention, and training of undergraduate students.
- Recent experience with production hardware and software as appropriate to Journalism and Mass Media.

Education:

- **Preferred:** PhD in Journalism, Mass Media or a related field with an emphasis in an area such as Sport Broadcasting, Church Media, or Storytelling
- **Required:** Completed Master's degree plus ABD in Journalism, Mass Media, or a related area

Experience:

- **Preferred:** Successful teaching at the undergraduate level and 3 years of professional journalism or mass media experience
- **Required:** 3 years of related professional experience or university teaching

Equipment:

- Video and audio recording and production equipment
- Editing software and hardware

Physical Requirements:

- Ability to move video cameras, lights, and similar equipment.
- Ability to work some evenings and weekends.
- Ability to travel, occasionally overnight, for recruitment purposes and to attend professional conferences.

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Must be an active member of a local evangelical church

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation or Performance Evaluation*.

| | | | |
|--------------------------|------------|----------------------------|------------|
| Employee Signature _____ | Date _____ | Supervisor Signature _____ | Date _____ |
|--------------------------|------------|----------------------------|------------|

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