

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Coordinator of Residential Life
Operations

Department: Campus Life – Residential
Life

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 Coordinator of Residential Life Operations plays a critical role in ensuring the operational efficiency of day-to-day logistical coordination of the residential experience. This full-time, campus-based position assists in housing administration, residential systems, and conduct and care related processes within the residential experience. Working in close partnership with the Dean of Students & Residential Experience, this role supports the efficient execution of housing operations, student care processes, and administrative systems that directly impact the quality and consistency of residential life at Oklahoma Baptist University. The Coordinator of Residential Life Operations collaborates closely with campus partners to deliver a safe, welcoming and well-maintained residential environment for students.

This position strengthens operational capacity within Residential Life, allowing professional staff to focus more intentionally on student development, community building, and retention-focused initiatives.

Essential Functions:

Housing & Operational Systems

- Leads in the day-to-day coordination and management of housing assignments, room changes, occupancy tracking, and residential systems.
- Oversees administrative workflows related to housing contracts, billing coordination (in partnership with Business Office), and communication timelines.
- Maintains and manage housing databases and tracking systems to ensure accuracy and efficiency.
- Assists in planning and executing housing selection processes in collaboration with Residential Life staff and Admissions.
- Helps ensure accurate and timely communication with students regarding housing logistics.

Residence Life Coordination

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- Coordinates planning and execution of move-in and move-out processes, including staffing, signage, traffic flow, and student communications.
 - Assists in developing and maintaining check-in/check-out procedures and documentation.
- Supports policy implementation and documentation related to residential life procedures.
- Assists in supervising student staff processes (RA hiring logistics, training coordination, payroll processes).
- Serves as the primary liaison with Facilities, Custodial Services, and Campus Safety for residential maintenance and access issues.
- Helps oversee key distribution and card access systems.
- Assists in monitoring and reporting on facility conditions, work orders, and preventative maintenance needs.

Student Conduct & Care Coordination

- Support administrative processing of student conduct documentation and follow-up.
- Coordinate conduct-related scheduling, recordkeeping, and communication workflows.
- Work in partnership with the Dean to ensure consistency and clarity in residential policy enforcement.
- Support emergency response efforts by coordinating logistics such as temporary housing, transportation, and supplies.
- Maintain inventory of emergency resources and ensure readiness for crisis situations.

Collaboration & Student Experience

- Partner with Residence Directors to identify operational improvements that enhance student experience.
- Support retention-focused residential initiatives through strong systems and follow-through.
- Collaborate with Student Success, Campus Safety, and other campus partners as needed.

Assessment & Continuous Improvement

- Identify operational inefficiencies and recommend process improvements.
- Track housing data and trends to inform capacity planning and decision-making.
- Assist in preparing reports and updates related to residential operations.

Required Qualifications:

Education:

Required: Bachelor's degree

Experience:

Required:

- Strong organizational, interpersonal, and communication skills.
- Detail-oriented with ability to manage multiple processes simultaneously.
- Ability to work evenings and weekends as required by student activities and events.
- Commitment to Christian higher education and alignment with the mission and values of Oklahoma Baptist University.

Preferred:

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- Experience in Residence Life, Housing, Student Affairs, or administrative coordination in a higher education setting is preferred.

Physical Requirements:

- Possess the physical mobility and stamina to walk about the campus and various offices.
- Ability to attend and support evening and weekend programs according to department and student needs.
- Ability to perform standard office and administrative duties.

Special Requirements:

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