

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Coordinator of Student Activities & Greek Life      **Department:** Campus Life – Student Leadership, Engagement & Spiritual 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 Student Activities & Greek Life provides day-to-day leadership and operational coordination for co-curricular student engagement initiatives, including student organizations, campus activities, and Greek life. Working in close partnership with the Dean of Spiritual Life, Leadership & Engagement, this full-time, campus-based role implements and advances the strategic vision for student involvement, leadership development, and campus engagement.

The Coordinator serves as the primary point of contact for student organizations and Greek life, supports student leaders directly, and collaborates across Campus Life and Academic Affairs to foster belonging, leadership growth, and a vibrant Christ-centered campus culture.

### **Essential Functions:**

#### **Student Activities & Campus Engagement**

- Lead the day-to-day planning, coordination, and execution of student activities and engagement initiatives that foster community, connection, and student belonging.
- Implement engagement strategies and programs in alignment with direction and priorities set by the Dean.
- Collaborate with campus partners to support signature events, traditions, and co-curricular experiences.

#### **Student Organizations & Leadership Support**

- Serve as the primary advisor and operational lead for recognized student organizations.
- Coordinate organization recognition, registration, and compliance processes.
- Train and support student leaders in organizational management, leadership development, and responsible decision-making.
- Partner with Student Ministry and other Campus Life areas to integrate leadership development and spiritual formation.

#### **Greek Life Coordination**

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- Collaborate with the Dean to strengthen and cultivate a vibrant Greek life program that reflects OBU's Christ-centered mission and institutional values.
- Provide operational leadership and advising for fraternities and sororities.
- Support Greek Life student leaders with chapter operations, leadership development, and event coordination.
- Lead and strengthen Greek Life chaplaincy training and mentorship, ensuring spiritual leadership remains central within the Greek Life community.
- Collaborate with the Dean to strengthen and cultivate a vibrant Greek life program that reflects OBU's Christ-centered mission and institutional values.
- Develop opportunities for meaningful alumni engagement and mentorship within Greek life, fostering long-term connection between current students and OBU graduates.
- Work collaboratively with Student Conduct, Residence Life, and Title IX to support policy adherence and student safety, escalating issues as appropriate.

### **Collaboration & Institutional Alignment**

- Partner with Residence Life to support residential engagement and community-building initiatives.
- Collaborate with Academic Affairs and Student Success partners to support student transition, involvement, and persistence.
- Support campus-wide initiatives related to retention, student experience, and institutional culture.

### **Assessment & Administration**

- Track participation data, engagement trends, and program outcomes to inform continuous improvement.
- Assist with budget tracking and resource coordination related to student activities.
- Prepare reports and recommendations for the Dean related to engagement initiatives and student involvement.

### **Required Qualifications:**

#### **Education:**

- Required: Bachelor's degree
- Preferred: Master's degree in Higher Education, Student Affairs, Leadership, or a related field.

#### **Experience:**

##### **Required:**

- Experience working with student organizations, campus programming, or Greek life in a higher education setting.
- Strong organizational, interpersonal, and communication skills.
- 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:**

- Prior experience advising student organizations or Greek life.
- Experience in a faith-based or mission-driven university context.
- Familiarity with student development theory and best practices in student engagement.

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### **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](mailto:HR@okbu.edu).