

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Director of Career  
Development

**Department:** Student Development

Odus L. Compton  
Prepared by Date

3/20/17

R. Stanton Norman  
Approved by Date

3/20/17

**Supervision Received:** Assist. Dean of Students: Diversity & Multi-Cultural Student  
By title: Serv.

**Supervision Given:**  
By title(s) 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:

As a part of the Student Development Department, Career Development exists to provide opportunities and resources to facilitate students exploration into their career and personal development. Students and alumni will find support and guidance as they navigate the journey from college to career with clarity, competence and confidence as they pursue their vocation and calling. The office works with and through all disciplines in order to help students understand how their liberal arts education has prepared them for the workforce, and how the integration of *faith and learning is vital in personal and professional development.*

### Essential Functions:

- Provide leadership and vision for career development office including online presence.
- Champion a model for vocation and calling that integrates faith in career development.
- Collaborate with various disciplines and departments on campus to aid students in the exploration of their vocation/calling that promotes the advancement of God's Kingdom.
- Provide students and alumni the opportunity for personal and professional exploration through the use of assessment. (Myers Briggs, StrengthsFinder, Spiritual Gifts Invent.)
- Coordinate with all disciplines to host graduate and career fair opportunities as well as internship possibilities and opportunities.

New _____	Revision _____	FLSA _____	HR Office Only IPEDS _____	Sal/Grd Assignment _____
PRN(s) _____				

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- Develop networks with various industries to better serve students career choices.
- Represent the University at select corporate, community, and business events.

### Other Duties:

- Coordinate Spotlight on Shawnee for Welcome Week
- Other duties assigned by the Assistant Dean of Students, Dean of Students, Provost and President.

### Qualifications:

#### Knowledge, Skills and Abilities:

- Knowledge of best practices and emerging trends in career development is required.
- Experience with assessment tools is required, certification in tools if preferred
- Experience with Microsoft Office is required.

#### Education:

- **Preferred:** Master's Degree in higher education admin, business, or related field
- **Required:** Bachelor Degree with required experience

#### Experience:

- **Preferred:** 5-10 years in student development with focus in career development/HR
- **Required:** 3-5 years working with college students or individuals beginning careers

#### Equipment:

- Computer skills, WEB maintenance very beneficial

#### Physical Requirements:

- Ability to communicate professionally in person, by phone, and electronically.
- Ability to move across campus and in other contexts and to be active for extended periods of time.

#### Special Requirements:

- Must be an active member of a local evangelical church.
- Commitment to vision and mission of Oklahoma Baptist University.
- Ability and willingness to work nights, weekends, and outside of normal office hours

**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.*