

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Enrollment Operations
Coordinator (Part-Time)

Department: Admissions

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 Enrollment Operations Specialist provides operational and administrative support for the Admissions Office. This position is responsible for processing admissions data, maintaining accurate student records, and supporting recruitment and enrollment activities in alignment with Oklahoma Baptist University policies and procedures. The ideal candidate is detail-oriented, people-focused, and passionate about hospitality and higher education.

Job Role and Responsibility:

- Process incoming admissions data, applications, and supporting documentation.
- Maintain and update applicant and student records in the University's student information system.
- Maintain a working knowledge of student information system functions related to admissions and enrollment.
- Evaluate college and university transcripts to determine course equivalencies and transfer credit in accordance with Oklahoma Baptist University policies and academic standards.
- Identify and merge duplicate student records to ensure accuracy and data integrity.
- Assist with admissions mailings and mass communications.
- Provide support for admissions events and recruitment activities.
- Assist with processing and managing dual credit and dual enrollment students.
- Coordinate creative order requests for admissions materials.
- Maintain Admissions inventory, including ordering supplies and preparing materials for events and recruitment efforts.
- Perform other duties as assigned.

Knowledge and Skills Required:

- Able to communicate information and ideas clearly and concisely, orally and in writing with exceptional skills in grammar and spelling.
- Must have exceptional follow-up skills for closing communication loops.
- Able to establish and maintain effective working relationships with others.

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- Able to listen and respond to needs appropriately.
- Able to handle stressful situations in a fast-paced environment.
- Possess knowledge of methods and procedures pertaining to records retention, business communications, and principles of customer service.
- Handle confidential matters with tact and discretion.
- Exercise good judgement in decision making independently, with ability to think critically and apply creative solutions.
- Possess high standards of conduct, appearance, and attitude.
- Possess knowledge of guest experience satisfaction.
- Proficient with Microsoft Office.
- Fast learner with Software Applications.
- Ability to occasionally lift and carry boxes and materials related to admissions events and office operations.
- Able to work effectively with frequent interruptions.

Qualifications, Experience and Education:

- **Required:** High School Diploma
- **Preferred:** Some college
- **Required:** Experience in an office environment
- **Preferred:** Experience in Higher Education
- **Preferred:** Experience working with student information systems

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 “Support Staff Applications” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>