

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Executive Administrative

Assistant to the VP of

Title: Advancement

Department: Advancement

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: *This position supports the work of the entire Advancement Team. A central presence, first line of engagement, whose work enables others on the team to do their jobs well. This position requires an individual who is detail-oriented, reliable and who has a strong work ethic.*

Essential Functions:

Administrative Support to the Vice President of Advancement and Alumni:

- Serving as a point of contact for internal and external communications.
- Managing the Vice President's calendar, including the scheduling, planning, and execution of meetings, ensuring calendar invitations and reminders are sent out and that spaces are properly reserved, creating meeting agendas and materials.
- Maintaining calendars for Cargill Conference Room/Living Room.
- Performing support tasks such as proofreading, managing correspondence, updating documents and preparing meeting minutes/summaries and action items.
- Preparing reports for the Board of Trustees and related documents.
- Assist with special projects.
- Serves as a liaison between the VP and donors, assists with stewardship.
- Coordinating business travel and accommodations, preparation of itineraries and travel documentation.
- Registering for conferences, workshops, and special events.

Administrative Support to the Director of the Advancement Office:

- Gathers receipts for Center Card expenses/turns in mileage reimbursement needs.
- Assists in Onboarding by ordering business cards, name badges, etc. for new hires.
- Works in collaboration with the Director of the Advancement Office to maintain and oversee key departmental resources, including the Advancement Calendar, SharePoint sites, and provides information for the weekly Monday communications.

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Essential Functions for the Advancement Team as a Whole:

- Managing main Advancement phone line, answering, screening and forwarding calls, providing information and taking messages.
- Greeting and assisting donors and visitors to the Advancement Office, offering hospitality such as coffee or water, escorting them around campus if needed, etc.
- Ensure the conference rooms and kitchen area are tidy, stocked with snacks, coffee, and water.
- Monitoring and ordering office supplies as needed.
- Coordinating maintenance requests for building needs.
- Managing incoming and outgoing mail.
- Assisting with projects such as bulk mailings, donor appreciation gifts.
- Perform other duties as assigned.

Knowledge and Skill Qualifications:

- Demonstrates a professional presence and represents the University with excellence
- Team player, reliable and committed to achieving organizational goals as well as establishing and maintaining working relationships with others.
- Highly adaptable and able to adjust priorities in a fast-paced environment.
- High attention to detail and accuracy, skilled in written and verbal communication.
- Ability to manage multiple tasks simultaneously.
- Maintains the highest level of confidentiality and discretion.

Education:

- **Required:** Bachelor's degree

Experience:

- **Required:** Experience working in an office setting.
- **Preferred:** Two years of administrative assistant experience.

Equipment:

- **Required:** Experience using Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams and SharePoint).
- **Preferred:** Experience using any type of Customer Relationship Management (CRM) or database systems.

Physical Requirements:

- Ability to pick up packages from the University bookstore, organize boxes of promotional materials, ability to assist with event set up and hosting of guests to all occupied areas of campus.

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>

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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.