

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant Professor

Department: Health & Human
Performance

Norris M. Russell

4/21/2

Prepared by

date

Approved by

date

Supervision received:

Chair HHP/SAR

Supervision given:

By title(s) Student Workers

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *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: *What result(s) or objective(s) is this position expected to achieve? Why does this job exist?*

The purpose of this position is to teach appropriate classes within the HHP/SAR Division, develop degree plans and advise student majors/minors accordingly, serve on University Committees, and be active within the profession as well as the Christian Community.

Essential functions: *A job function may be considered essential because: 1) the position exists to perform the function; 2) limited number of employees available among who the performance of the function can be distributed; 3) the person in the position is hired because of his or her ability to perform a particular, highly specialized, function.*

- Teach up to 12 credit hours per semester and J-Term and Summers as assigned
- Prepare and distribute syllabi according to University policy
- Organize and direct the learning experiences with assigned classes as outlined in the course syllabus and objectives
- Meet classes as scheduled and required. Instructor absences should be handled according to University policy as outlined in the Faculty Handbook.
- Keep accurate class records and submit reports and grades on time and as requested.
- Be available during office hours to counsel and advise student majors or minors as to class schedules that will help them graduate in a timely manner
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Other duties: *List other, important responsibilities or duties that may be performed occasionally or in addition to the essential duties.*

- Remain professionally active – attend appropriate conferences at all levels, present programs, papers as appropriate, submit journal articles for review and publication
- Be active within the campus community, serving on committees as assigned,
- Full participation and cooperation in campus faculty development opportunities is expected.
- Supervise student interns as assigned.

___ New ___ Revision: _____ FLSA:

HR Office only

IPEDS: _____ Sal/Grd assignment: _____

PRN(s) _____

- Serve on campus committees as assigned

Qualifications

Knowledge, skills, and abilities: *List KSAs required to perform duties at an acceptable level.*

- Must be able to speak effectively and conduct a college classroom so as to maximize the student learning experience.
- Must be able to work effectively with college age students in either 1 on 1 advisement, small group settings, or larger classroom environments.
- Will need the stamina to conduct as many as 2 to 3 classes back to back.

Education: *List Education that would likely lead to the possession of the required KSAs.*

- Masters degree required, PhD is preferred

Experience: *List Experience that would likely lead to the possession of the required KSAs.*

- **Teaching experience is required. A minimum of 1 year teaching experience at the college level is required.**

Equipment: *List any specialized equipment or software the incumbent would be expected to regularly use in the performance of their duties.*

- **Should be proficient in Power Point and other classroom presentation software.**
- **Human performance lab experience is preferred**

Special Requirements: *List any special requirements for this position: such as job-related travel*

- Must be able to travel and be active at the state, regional, and national conference level.
- Must be prepared to represent OBU/KALS at the state, regional, or national level.
- Must be able to conduct quality research and stay up to date on the latest changes in the field.

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 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.*