

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Secretary to the Division of Music (PT) **Department:** Warren M. Angell
College of Fine Arts

Christopher W. Mathews 5/3/19 _____
Prepared by Date Approved by Date

Supervision Received:

(by title) Dean of the College and Chair of the Division of Music

Supervision Given:

(by title) 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:

To provide administrative support to the Division of Music

Essential Functions:

- Support the faculty of the Division of Music by:
 - Overseeing the production of printed programs and promotional materials related to music performances.
 - Assisting with travel plans for music ensembles.
 - Maintaining records for the Division of Music in accord with NASM accreditation.

- Assist the Director of the Preparatory Department by:
 - Updating Preparatory Department website regarding to registration and payment.
 - Maintaining list of registrants and ensuring the timely collecting and depositing of payments.
 - Answering basic inquiries associated with the Preparatory Department.
 - Overseeing production and distribution of promotional materials related to Preparatory Department.
 - Managing room assignments for lessons and rehearsals of the Preparatory Department.

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

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Essential Functions (cont.):

- Assist the Director of Instrumental Studies by:
 - Tracking orders, organizing invoices, ensuring delivery, and processing payments for purchases related to instrumental activities.
 - Assisting with the implementation of plans associated with Bison Brigade, Symphonic Winds, and Bison Jazz Orchestra performances and travel.
 - Initiating contracts pertaining to instrument moves and facility usages.
 - Maintaining uniforms for the Bison Brigade and other instrumental activities.

Other Duties:

- Train and supervise student workers.
- Meet regularly with the support staff of the College of Fine Arts.

Qualifications:

Knowledge, Skills and Abilities:

- Basic computer skills, including word processing, spreadsheets, presentation software, and email.
- Strong and precise written and verbal communication skills.
- Understanding of budget reporting.
- Highest levels of professionalism and confidentiality.
- Self-motivated, consistently collegial, and able to creatively problem-solve.

Education:

- **Preferred:** College and/or professional training
- **Required:** High school diploma

Experience:

- **Preferred:** Administrative experience in an academic setting.
- **Required:** Previous work experience in a related field.

Equipment:

- Basic office equipment, including telephone system, computer, and copier.

Physical Requirements:

- Ability to remain at a desk for several hours at a time and to lift up to 25 pounds.

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Must be an active member of a local evangelical church

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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.*