OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Paul Dickinson School of Business Chair; Assistant or Associate Professor of Business

Department: Paul Dickinson School of Business

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: Oklahoma Baptist University is a distinguished Christian university committed to integrating faith and learning and to providing an education that fosters intellectual growth, spiritual development, and a commitment to service. The Paul Dickinson School of Business is dedicated to excellence in undergraduate and graduate business education, mentorship, and professional preparation in a Christ-centered, liberal arts context. The Chair of Business serves as the academic leader of the School of Business, assisting the Dean of Traditional Undergraduate Education (and/or Academic Administration) through oversight of business operations, external engagement, faculty, curriculum, assessment, and recruiting, while fostering a healthy divisional culture, strengthening relationships with business and community partners, and advancing the mission of the University. This individual also serves as a teaching faculty member in their area of business expertise (open discipline—such as Management, Marketing, Finance, Accounting, Economics, Entrepreneurship, Data Analytics, or related fields), with responsibilities in undergraduate (and potentially graduate) instruction, student advising, scholarship, and service. The chair receives release time from the standard teaching load while serving in this leadership role.

Essential Functions:

Academic & Administrative Leadership

- Provide Christ-centered academic, administrative, and strategic leadership for the Dickinson School of Business in alignment with University mission, values, and institutional priorities.
- Oversee day-to-day business school operations, including departmental budget planning and resource stewardship, academic records, lab/specialized learning resources, operational workflows, and resolution of student academic concerns.
- Serve as the primary liaison between business faculty and University administration, communicating institutional priorities, decisions, and opportunities clearly and regularly.

- Lead regular departmental meetings, participate in Undergraduate Council and assigned University governance committees, and represent the School of Business at campus and community events.
- Foster a healthy, collegial school culture characterized by Christian professionalism, ethical leadership, collaboration, and continuous improvement.

Faculty & Academic Oversight

- Lead or support the recruitment, orientation, onboarding, evaluation, and ongoing professional development of full-time, adjunct, and executive-in-residence faculty in coordination with the Academic Dean and Human Resources.
- Encourage faculty excellence in teaching, scholarship, Biblical faith integration in business practice, and interdisciplinary collaboration.
- Oversee business curriculum design, course scheduling, faculty teaching loads, catalog updates, and routine academic approvals, including advising workflows, course substitutions, transfer evaluations, internships, and independent studies.
- Lead academic program review, learning outcomes assessment, continuous quality improvement, and specialized business accreditation processes, including ACBSP standards where applicable.
- Champion curriculum modernization in response to market demands and emerging business trends, including business analytics, AI in business, fintech, digital marketing, and entrepreneurship.

Recruitment & External Engagement

- Collaborate with Admissions, Marketing & Communications, and Advancement to actively support enrollment, student recruitment, retention, donor relations, fundraising, marketing initiatives, and departmental visibility.
- Build and sustain strategic partnerships with regional and national employers, corporate partners, high schools, community colleges, churches, alumni, and donors.
- Cultivate experiential learning pipelines, including corporate internships, executive speaker series, student mentorship opportunities, and advisory board engagement.

Teaching, Advising, and Scholarly/Professional Activity

- Teach undergraduate and, where qualified, graduate/MBA courses in the candidate's area of business expertise, with release time appropriate to the chair role.
- Implement student-centered instructional strategies that integrate biblical ethics, Christian worldview, and contemporary business applications and technology.
- Advise and mentor students in academic planning, career trajectory, internship placement, and personal/spiritual formation.
- Engage in scholarly, applied, consulting, or student-mentored research activity appropriate to a Christian liberal arts business institution.
- Participate in campus governance, university service, and chapel/community life while modeling Christ-centered leadership.

Other Duties:

- Perform other duties as assigned.

Required Qualifications:

- Demonstrated commitment to the mission of Oklahoma Baptist University and to Christ centered higher education.
- Demonstrated ability or capacity to provide effective academic and administrative leadership within a collegial higher education or professional business environment.
- Commitment to build and sustain external business partnerships that advance the School of Business, support student opportunities, and strengthen connections with employers and professional communities.
- Demonstrated ability to teach effectively at the undergraduate level, with strong potential for instructional excellence.
- Demonstrated capacity to thoughtfully integrate Christian faith, biblical worldview, and business ethics into teaching, leadership, and professional practice.
- Strong organizational, strategic planning, problem-solving, and operational skills, with the ability to manage multiple priorities and work collaboratively with faculty, staff, students, administration, advisory boards, and industry partners.
- Strong verbal, written, and interpersonal communication skills, with a proven ability to mentor and support students from diverse backgrounds and experiences.

Education:

Required: Master's degree in Business Administration (MBA) or a Master's degree in a specific business discipline, such as Accounting, Finance, Management, Marketing, Economics, Analytics, or closely related field; open to any business discipline.

Preferred:

- Earned terminal/doctorate degree, such as Ph.D., D.B.A., Ed.D. in Business/Organizational Leadership, J.D. with relevant business credentials, or equivalent, in a business or closely related discipline.
- Academic preparation and credentials appropriate for teaching across undergraduate core business disciplines as well as specialized advanced courses or MBA courses.
- Professional certifications relevant to the candidate's field, such as CPA, CFA, CMA, PMP, or SHRM-SCP, where applicable.

Experience:

Required:

- Relevant professional, corporate, entrepreneurial, consulting, or academic experience in business.
- Evidence of successful college-level teaching or strong promise of teaching excellence.
- Demonstrated ability or clear capacity to cultivate external business partnerships, employer pipelines, and community relationships.
- Active involvement in a local evangelical Christian church and alignment with the University's statement of faith.

Preferred:

- Prior leadership experience in higher education, such as Dean, Department Chair, Program Director, or Coordinator, or executive leadership in industry.
- Experience with business curriculum development, student learning outcomes assessment, program review, and ACBSP or comparable accreditation standards.

- Experience in student academic advising, recruitment initiatives, internship placement, and donor/alumni engagement.
- Experience utilizing contemporary instructional and business technologies, learning management systems, or data analytics platforms.
- Active involvement in relevant professional organizations, certifications, or professional networks.

Equipment:

- Standard instructional and administrative technology, including learning management systems (Canvas), Microsoft Office Suite / Microsoft 365, presentation tools, and classroom audio-visual systems.
- Business-specific hardware and software tools appropriate to the candidate's discipline and school facilities.

Physical Requirements:

- Ability to teach in classroom, laboratory/computer lab, lecture hall, and virtual instructional settings.
- Ability to stand for extended periods and move between classrooms, labs, offices, campus meeting facilities, and event venues.
- Ability to lift and move instructional supplies, promotional materials, or light office equipment, typically up to 25–50 pounds.
- Sufficient visual and auditory acuity to supervise and engage students safely and effectively in academic and campus settings.

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 "Faculty Applications" on the OBU website at: https://www.okbu.edu/hr/jobs.html

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.