

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: _____ **Department:** _____

Prepared by _____ Date _____ Approved by _____ Date _____

Supervision Received:

Supervision Given:

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:

Essential Functions:

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

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Other Duties:

-

Qualifications:
Knowledge, Skills and Abilities:

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Education:

- Preferred:
- Required:

Experience:

- Preferred:
- Required:

Equipment:

-

Physical Requirements:

-

Special Requirements:

-

<p>Complete this section after reviewing the description with the employee. <i>OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.</i></p> <p>The job description was reviewed during <input type="checkbox"/> New Employee Orientation or <input type="checkbox"/> Performance Evaluation*.</p>			
Employee Signature	Date	Supervisor Signature	Date
<p><i>* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.</i></p>			