

**OKLAHOMA BAPTIST UNIVERSITY**  
POSITION DESCRIPTION

**Title:** Pursuits English Adjunct Instructor

**Department:** Language and Literature

B. Perkins & C. Hair                      2/7/18

Stan Norman                                      2/23/18

Prepared by

Date

Approved by

Date

**Supervision Received:** Coordinator of the Pursuits Program

**Supervision Given:** Student Workers, as assigned

**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 teach English in the Pursuits program and serve as the faculty mentor of students in the program.

**Essential Functions:**

- Teach one developmental English course and two writing labs per week, constituting five instructional credit hours per week, within the program and execute all responsibilities associated with the role of instructor
- Work with the Coordinator of the Pursuits program to assess the effectiveness of the course and seek continual improvement
- Serve as faculty mentor of students in the program and carefully monitor the students' academic progress in all courses, engagement with the university community, and overall transition to collegiate life and studies (hours of commitment and compensation to be determined)
- Offer encouragement and support to students as needed and appropriate
- Engage with the Executive Director of the Milburn Center to identify and provide appropriate academic support for students in the program

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

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**Other Duties:**

- Maintain the confidentiality of student and University information
- Maintain files and compile appropriate reports for supervisor
- Perform other duties as assigned

**Qualifications:**

**Knowledge, Skills and Abilities:**

- Ability and willingness to teach discipline appropriate courses
- Willingness to read and be well-versed in the field of developmental education
- Ability to work in a collegial relationship with other university personnel
- Skill in motivating people, talking to others to convey information effectively, identifying indicators of system performance and the actions needed to improve or correct performance, and the use of logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches
- Ability to communicate information and ideas, orally and in writing, so others will understand; to come up with unusual or innovative ideas and creative ways to solve a problem

**Education:**

- **Required:** Master's degree in English or English Education or related field (degree may be in progress)

**Experience:**

- **Preferred:** Experience in and familiarity with developmental education; experience in Christian education
- **Required:** Successful experience in teaching English at the secondary or postsecondary level

**Equipment:**

Should be proficient with:

- Personal computer, including software
- Telephone
- Standard Office equipment

**Special Requirements:**

Membership in an evangelical Christian church required; Southern Baptist church membership preferred

**Please address any questions concerning the position to Kimberly Priest, Pursuits Coordinator, at [Kimberly.priest@okbu.edu](mailto:Kimberly.priest@okbu.edu) or 405-585-4255**

**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.*