

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Registrar's Office Assistant; VA

**Title:** Certifying Official

**Department:** Registrar

### **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:** The Registrar's Office Assistant & VA Certifying Official assists the Registrar in maintaining academic records and entering student data into the student information system and serves as the School Certifying Official for the Department of Veteran Affairs. The Assistant is also responsible for providing academic data to faculty, other administrative office and off-campus agencies when requested and/or authorized to do so by the Registrar. The Assistant also serves as the primary greeter of visitors to the Registrar's Office and Student Financial Services and assists visitors by taking care of their requests or directs them to the appropriate office/individual.

### **Essential Functions:**

- **Registrar's Office Assistant Duties**

- Greets visitors to the Registrar's Office and assists in taking care of their requests or directs them to the appropriate individual.
- Greets visitors to the Student Financial Services Office and directs them to the appropriate individual.
- Answers the Registrar's Office phone and email and assists in taking care of the requests or routing them to the appropriate individual.
- Assists the Registrar with enrollment processes as assigned including registration, schedule changes, withdrawal and notifications to appropriate offices.
- Maintain records and communication with faculty, the Milburn Center, and students for notifications regarding excessive absences, no-shows, withdrawals, and leaves of absence.
- Maintain the outgoing transcript orders with service provider and release, update, research any discrepancies.
- Assist with Degree Verification and Enrollment Verification requests.
- Assist with evaluating and entering transfer coursework into the student information system.
- Assist the Registrar with the processing of final grades at the end of each academic term.

## OKLAHOMA BAPTIST UNIVERSITY

### POSITION DESCRIPTION

- Assist with commencement ceremony responsibilities.
- **VA Certifying Official Duties**
  - Communicate with potential new OBU students using VA Education benefits.
  - Communicate with all new VA students/families to get the required paperwork completed.
  - Enter new and returning VA students enrollments with the VA Enrollment Manager system each academic term.
  - Keep VA files up to date.
  - Update catalog changes to the VA each year.
  - Report any changes through the VA Enrollment Manager.
  - Complete VA audits as required.
- Assist the Registrar with special projects and other duties as assigned.

#### **Other Duties:**

- Regularly review job functions and recommend improvements to enhance effectiveness.
- Maintain confidentiality of department and University information.
- Approximately 1-2 times a year, a Saturday is required for new freshman registration.

#### **Required Qualifications:**

- Excellent customer service with internal and external constituencies.
- Professional competency in use of standard office technology, including Microsoft Office products and ability to learn and master other technology resources common to university functions, such as the student information system.
- Collaborative work habits and ability to establish collegial relationships, able to participate actively in a team environment.
- Strong interpersonal relationship and communication skills.
- Attention to detail in dealing with student records and reporting requirements and the ability to successfully handle multiple unique tasks within a typical day with efficiency and accuracy.

#### **Education:**

**Required:** High school diploma or equivalent.

**Preferred:** Some college experience (AA/AS).

#### **Experience**

**Preferred:** Experience handling academic records and knowledge of FERPA.

#### **Equipment:**

- Standard office equipment and technology (computer, scanner, printer, etc.)
- Microsoft Office
- Student Information System (Banner)
- VA Enrollment Manager
- Parchment

#### **Physical Requirements:**

## OKLAHOMA BAPTIST UNIVERSITY

### POSITION DESCRIPTION

- Ability to sit for extended periods of time, lift 5-10 pounds, and have sufficient mobility and physical stamina to walk around campus to various offices.

#### **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 “Support Staff Application” 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](mailto:HR@okbu.edu).