

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Administrative Assistant** Dept: **Business Office**

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Lauri Fluke 11/18/11  
Prepared by date Approved by date

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**Supervision received:** Assistant VP for Finance and Administrative Services

**Supervision given:** None

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *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:

The Administrative Assistant, Business Affairs position is responsible for a variety of clerical functions in the Business Affairs area. Primary functions include answering phones, greeting and assisting visitors and assisting the Director of each of the following departments: Finance/Administrative Services, Human Resources and Business Services. The person in this position must have good communication and customer service skills.

### Essential functions:

- Answer phone for the Business Affairs administrative area.
- Distribute forms to employees and visitors to the Business Affairs administrative area.
- Assist visitors with questions and/or schedule appointments with Business Affairs Directors.
- Assist Business Affairs Directors with daily tasks such as distribution of purchasing cards; handling and distribution of employment applications; general filing.
- Manage calendars/schedules for the Business Affairs area.

### Knowledge, skills, and abilities:

General knowledge of administrative procedures and systems and business operations. Ability to communicate effectively both orally and in writing; to organize and present facts and opinions so that others can understand; and to establish and maintain effective working relationships with others.

Outgoing, energetic, and enthusiastic personality, high standards of conduct, appearance, and attitude. Excellent customer service skills.

### Education:

Required: High school diploma and successful completion of some college credit hours.

Preferred: Associate's or Bachelor's degree.

### Experience:

Required: Three years full time work experience in an office environment reflecting the use of the knowledge, skills and abilities listed below.

Preferred: Work experience with Banner software and/or experience working in Human Resources or the

Finance area.

**Equipment:**

Standard office equipment, including personal computer, fax, 10-key, and copier. Competence in using Microsoft Office and Corel applications required.

**Other Requirements:**

- Ability to see sufficiently well to operate equipment used.
- Ability to manually operate, with dexterity, copier, fax machine, electronic calculator, telephone, personal computer, and other office machines.
- Ability to be courteous and pleasant at all times and provide good customer service.
- Ability to handle stress in potentially adverse situations.
- Ability to multi-task.
- Ability to

**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  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.*

\_\_\_\_ New  Revision: \_\_\_\_\_ FLSA: exempt *HR Office only* IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) 1-55-507-18