

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: Administrative Assistant to the Dean of Enrollment Management **Department:** Enrollment Management

R. Stanton Norman 4.01.09 Bruce Perkins 8.10.11
Prepared by date Approved by date

Supervision received: **Dean of Enrollment Management**
By title

Supervision given: **Student Workers**
By title(s)

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: *What result(s) or objective(s) is this position expected to achieve? Why does this job exist?*

The Administrative Assistant to the Dean for Enrollment Management assists the Dean for Enrollment Management in the administrative operations, functions, and procedures essential for the successful completion of the duties assigned to the office of the Dean for Enrollment Management. The Administrative Assistant will also provide assigned administrative support to the Academic Center.

Essential Functions: *A job function may be considered essential because: 1) the position exists to perform the function; 2) limited number of employees available among who the performance of the function can be distributed; 3) the person in the position is hired because of his or her ability to perform a particular, highly specialized, function.*

- Manage all work and information flow that pertains to the office of Dean for Enrollment Management
- Prepare and distribute all assigned correspondence, reports, and documents for distribution and presentation; all materials are prepared and distributed in a professional, accurate, and expedient manner
- Coordinate and maintain schedule for appointments, meetings, etc. for the Dean for Enrollment Management
- Assist in planning and coordination of enrollment events as assigned
- Provide office supervision to student workers
- Serve as receptionist and host for office guests
- Develop and maintain accurate record-keeping systems for correspondence, reports, records, and other essential documents and information for the office of the Dean for Enrollment Management
- Provide appropriate administrative support by the effective use of technological resources
- Establish and maintain collegial and collaborative relationships with all OBU personnel
- Prepare and route all University forms
- Maintain, order, and coordinate office supplies and ensure working functionality of office equipment

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

PRN(s)

Other Duties: *List other, important responsibilities or duties that may be performed occasionally or in addition to the essential duties.*

- Provide administrative support for select duties for the Academic Center
- Assume responsibility for diverse tasks and ad hoc projects as needed
- Perform all other duties as assigned by supervisor

Qualifications: *List KSAs required to perform duties at an acceptable level.*

Knowledge, Skills, and Abilities:

- Professional competency in use of standard office technology, including Microsoft Office products (with a special emphasis upon Excel), ability to learn and master other technology resources common to university functions, such as GroupWise and Banner
- Excellent written and verbal communication skills
- Collaborative work habits and ability to establish collegial relationships, able to participate actively in a team environment
- Strong interpersonal relationship and communication skills
- Organizational efficiency and attention to detail, ability to work quickly with high degree of accuracy, ability to multi-task
- Ability to handle confidential information appropriately
- Ability to sit for extended periods of time and to lift 48 lbs,

Education and Experience: *List Education and Experience that would likely lead to the possession of the required KSAs.*

- High school diploma or equivalent required; Bachelor's degree preferred
- Office administrative experience required; prefer experience in academic context
- Bachelor's degree in a related field may substitute for work experience

Equipment: *List any specialized equipment or software the incumbent would be expected to regularly use in the performance of their duties.*

Standard office equipment and technology resources; able to produce professional documents in Microsoft Word, design Excel spreadsheets with simple calculations, produce simple presentations in PowerPoint, and to learn campus information system

Special Requirements:

- Committed to the mission of the University

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.*