

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

Knowledge, Skills, and Abilities:

- Be able to communicate clearly and effectively
- Possess and demonstrate strong interpersonal skills
- Possess and demonstrate strong pedagogy
- Be able to assess student ability and adjust teaching as appropriate
- Be able to advise students
- Be able to relate to colleagues in the OBU community and serve as a representative to the professional community beyond OBU

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

- **Preferred:** PhD in Old Testament or related field

Experience:

- **Preferred:** Higher education teaching and pastoral experience

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

- Proficiency in the use of computer software and hardware
- Proficiency in the use of classroom audio/visual equipment

Physical Requirements:

- Sufficient mobility and physical stamina to walk about the campus to visit various offices; to travel to local, regional, and national locations; and transport moderately heavy items to offices and classrooms.

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local Southern Baptist church.
- Minority candidates may have a dual Southern Baptist and other historic Baptist denominational membership.

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.*