

Qualifications:

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 relate to colleagues in the OBU community, and to represent the university to constituencies beyond OBU
- Be able to advise students
- Possess an intermediate knowledge of office and classroom technology

Education:

- **Required:** PhD in American or British literature

Experience:

- **Preferred:** Full-time or adjunct teaching experience at the post-secondary level

Equipment:

- Proficiency in the use of office computer software and hardware
- Proficiency in the use of classroom related 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 evangelical church

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.*