

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Assistant/Associate Dean for  
Institutional Effectiveness

**Department:** Academics

### **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.*
- *Maintain active membership in a local evangelical Christian church.*
- *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:** Oklahoma Baptist University invites applications for the position of Associate Dean for Institutional Effectiveness. In addition, this role will train as successor in the responsibilities of the university registrar. Salary and Rank will be commensurate with qualifications and experience.

As a Christian liberal arts university, Oklahoma Baptist University equips 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.

### **Essential Functions:**

- Learn functions and roles of the Academic Center personnel and provide additional support as needed.
- Lead the OBU Data Team, promoting communication, collaboration, cooperation, and understanding of data requirements across all areas of OBU (team members would include but not be limited to, members of technology services, business, admissions, and academic services departments). The OBU Data Team is responsible for creation, implementation, and supervision of systemic data governance, acquisition, and integrity for use by all university offices.
- Collaborate and liaise with personnel from Technology Services and other offices for the purpose of creating data warehouses/data integration processes, operational effectiveness, meeting data compliance standards, and interoperability.
- Supervise the Director of Institutional Research.
- Oversee and promote use of the institutional research dashboard leveraging data analytics to derive actionable insights.
- Creation, implementation, and supervision of annual academic reports to be used by schools/division in academic program review.
- Serve as an administrative representative on the Assessment Committee.

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- Provide support for HLC and program-specific accreditation processes, including gathering and providing necessary data, as well as writing and/or reviewing accreditation reports.
- Collaborate with other academic administrators, including the Director of Faculty Services.
- Assume the role of university registrar over a defined training period of 12 months with additional duties to include:
  - Coordinates, supervises, and provides leadership of all functions and services including the student information system, registration, grading, degree and enrollment verification, academic records management, transcripts, academic catalog, compliance, graduation and awarding of degrees.
  - Complete IPEDS, National Student Clearinghouse, NCAA, Regents, US News, and Peterson's surveys.
  - Serve as certifying official of academic athletic eligibility for new and continuing student athletes.
  - Serve as FERPA Compliance Officer.

### **Other Duties:**

- Additional duties related to service as Asst./Assoc. Dean may include.
- Representing the School and OBU at assessment and/or accreditation workshops.
- Serving in public speaking capacities.
- University committee service and institutional duties as assigned.
- Other duties as assigned.

### **Qualifications:**

- Be able to communicate clearly and effectively.
- Possess and demonstrate strong interpersonal skills.
- Proficiency in structured query language (SQL) and its pivotal role in database management.
- Proficiency in student information systems (preferably Banner) and degree audit software.
- Possess and demonstrate the ability to critique, analyze, and interpret data.
- Understand the importance of assessment, program review, and accreditation.
- Possess and demonstrate the ability to improve university processes and procedures.
- Be able to relate to colleagues in the OBU community and serve as a representative to the professional community beyond OBU.

### **Required:**

- Master's degree
- Higher education experience
- Ability to travel as needed to perform job duties.

### **Preferred:**

- Ph.D. or terminal degree in an academic field
- Experience as a university registrar

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### **Special Requirements:**

- Willingness and ability to travel in the Oklahoma City metro area, across the state, and across North America as well as evening and weekend responsibilities.
- Commitment to the vision and mission of Oklahoma Baptist University.
- Active member in 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 “Administrative Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>.