

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Data Coordinator (.50)

Department: Admissions

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.

Core Commitments

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *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*

Overview

The Data Coordinator will primarily coordinate and maintain student data and records for the Office of Admissions.

Job Role and Responsibility

- Process incoming data
- Process and maintain records of application and supporting documents
- Assist with mailings and mass communications
- Coordinate student worker data entry and necessary training for systems
- Maintain a working knowledge of the student information system functions
- Perform other duties as assigned

Knowledge, Skills, and Abilities Required

- Possess advanced proficiency with the English language, including grammar and spelling to understand, record, convey, and track application materials against the Admissions Department targeting of ads, responses, applications, and other such sources of data
- Able to communicate ideas in both writing and speech efficiently and effectively so that others understand
- Possess knowledge of methods and practices normally applied in an office setting
- Possess skill in logic and reason
- Able to identify issues and solutions to those issues
- Proficient with 10-key typing
- Possess working knowledge of data information systems
- Possess working knowledge of customer relationship management systems

- Possess working knowledge of hardware and software work systems and applications such as Microsoft 365 and PCs
- Able to become an expert on new student information systems and customer relationship management systems as required
- Able to sit for long periods in an office setting and occasionally lift boxes that are approximately 25 pounds

Education

- **Required:** High school diploma or GED
- **Preferred:** Some college coursework

Experience

- **Preferred:** Experience managing data in Ellucian Banner and/or Goldmine

Special Requirement

- Membership in a local, evangelical church
- Evangelical is a broad term referring to a 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 “Support Staff Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>.