



## **Director of Admissions, Faculty for Physician Associate Program**

**Start Date: 1/1/2026**

### **Who We Are:**

Oklahoma Baptist University (OBU) is a fully accredited Christian liberal arts university in Shawnee, 30 minutes east of Oklahoma City. Founded in 1910, the campus encompasses just under 300 beautiful acres and offers 80 areas of study. OBU transforms students' lives by equipping them 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. We achieve our mission through a shared commitment to the essentials of the Christian faith, our vision and mission, and active participation in local evangelical churches. OBU believes that all people must be treated with dignity and respect. Relationships are built on honesty, integrity, and trust. Finally, we believe that excellence is achieved through teamwork, leadership, and a strong work ethic. Come join us and work with a purpose, where faith is the heart of education.

### **Position Summary:**

The Director of Admissions is responsible for working with the program director, faculty and staff, and Evidence in Motion staff to coordinate the admissions process for the PA program, in compliance with ARC-PA standards. Program faculty are also involved with all aspects of program administration including student selection, curriculum design and implementation, and assessment of students and the program.

### **Responsibilities:**

- Director of Admissions
  - Oversight of compliance with ARC-PA admission procedure and policy standards, as well as state, federal, and regulatory statutes
  - Conduct meetings as needed for program admissions committee
  - Coordinate with program director and assessment faculty & staff to monitor program data related to admissions
  - Oversee process of applicant review, including review of waivers, transcript questions, and other forms
  - Work with Evidence in Motion staff to coordinate with CASPA, WebAdmit, and PAEA regarding admissions
  - Oversee communication processes with prospective students
  - In partnership with staff, coordinate applicant interviews
  - Engage in discussion regarding readmission or a released student or deferment of an accepted student

- Other duties as assigned
- Faculty Responsibilities
  - Teaching, evaluating, and advising students throughout didactic and clinical phases of the program.
  - Coordinating remedial instruction for students when needed.
  - Participating in PA Program Committees as assigned by the Program Director.
  - Attending and assisting in labs, simulation activities, practical exams, throughout the program.
  - Advising students on academic progress and research projects as needed.
  - Assisting with recruitment and selection of applicants for program admission.
  - Participating in program self-assessment and document preparation for ARC-PA accreditation.
  - Engaging in service, community, and campus relations, and scholarly activities appropriate to the role of Clinical Director and PA faculty.
  - Performing other duties as requested by the Program Director to support the PA program, the faculty and staff, and the students.
  - Ensure integration of faith into curriculum, mentoring students in their own journey to incorporate their worldview with their role as a PA.

### **Required Qualifications and Experience**

- Licensure or eligibility as a Physician Associate (will be required upon employment)
- Current NCCPA certification (PA-C Emeritus acceptable)
- 3 or more years of clinical experience
- 1-2 years of Physician Associate education experience with understanding of PA admission process

### **Required Knowledge, Skills, and Abilities**

- Strong computer skills and adaptability in learning new software/online platforms.
- Excellent verbal and written communication skills, including the ability to build successful relationships with students and faculty.
- Strong interpersonal skills with students, program faculty and staff, and clinical staff.
- Excellent critical thinking, conflict resolution, and decision-making skills.
- Superior organization skills.
- Ability to confidently interact as a leader, team member, and collaborative contributor with other departments.
- Ability to manage multiple tasks and priorities and successfully meet deadlines.

### **Preferred Qualifications**

- Record of scholarship, academic teaching experience and effectiveness, and essential interprofessional skills.
- Experience in PA classroom teaching and PA education administration preferred.
- Doctoral degree is preferred, however, strong applicants with a masters degree will be considered.

## Setting and Special Requirements

- Remote 1.0 FTE faculty position, rank commensurate with experience
- Some on-campus presence is required, especially during intensive on-campus components of the program and to meet leadership expectations

Must be an active member of an evangelical\* church in one's community of residence, willing to teach in accordance with the Baptist Faith & Message 2000, and in agreement with the university's policy on human sexuality (provided by HR upon request).

***\*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 “Faculty Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html> . For the complete job description, please contact [HR@okbu.edu](mailto:HR@okbu.edu). The information in this job posting contains partial information and is not considered all-inclusive of the duties and responsibilities of this job.***

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when it comes to fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. OBU contributes generously to the monthly premiums for nationwide family-friendly Health and Dental coverages and provides free life insurance with accidental death and dismemberment equal to an employee's base salary. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas. There are employer matching opportunities for retirement investments in two different 403(b)(9) plans administered by GuideStone and the Teachers Insurance Annuity Association/ College Retirement Equity Fund (TIAA-CREF). OBU gives access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, and additional family life insurance coverages. There are numerous other perks and opportunities like FREE family membership to the OBU Recreation and Wellness Center or RAWC,

Global outreach university mission trips, education benefits at OBU and other institutions of higher education, cafeteria discounts, and parking privileges to name a few. For a complete list of current OBU employee benefits and opportunities, please visit our [Employees Benefits](#) page on our website.