OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Program Coordinator for Doctor of Physical Therapy Program **Department:** DPT

***Remote eligible position with required travel to the OBU campus in Shawnee, Oklahoma.**

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.*
- *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: This position will manage logistical, operational, and technical needs to ensure the program's successful launch and ongoing support, in collaboration with the program director, faculty, and staff. This role is responsible to coordinate administrative and support functions within the physical therapy program including program development, accreditation compliance, and virtual operations.

Essential Functions:

1. **Administrative Support**
   - Develop an efficient virtual office workflow using project management skills, collaboration tools, and centralized communication for stakeholders.
   - Support student onboarding, ensuring compliance with prerequisites and technology readiness.
   - Manage student files, including admissions, academic data, and tracking of absences.
   - Serve as the first point of contact for program communications, including advisory boards, preceptors, clinical sites, and student inquiries regarding schedules, assignments, and program policies.
   - Maintain meeting minutes for compliance, including all program committees (assessment, admissions, clinical recruitment, student support, curriculum, and general team meetings)
   - Coordinate logistics for program events such as orientations, white coat ceremonies, and graduation.
   - Participate in professional development around PT education administration. Opportunity to collaborate on professional presentations to state and national organizations.
2. **Accreditation and Compliance Support**
   - Assist program director with project management of accreditation application, including assignment and tracking of tasks and deadlines to ensure timely delivery of required reports and self-study documents.

- Prepare detailed reports and maintain a repository of accreditation application materials including site visit logistics and materials.
- Collaborate with Director of Assessment on creation, dissemination, and collection of program surveys and other data instruments.
- Create visual representations of data for accreditation, including spreadsheets, graphs, and presentations.

3. **External Partner Coordination**
- Coordinate simulations, community partnerships and patients for student assessments.
- Assist with scheduling and payment of adjunct and guest instructors.
- Assist in identifying and reaching out to potential clinical sites as needed.
- Coordinate communication with program advisory board.

Other Duties:
- Other duties as assigned.

Required Qualifications:
- 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.
- Ability to handle sensitive information in a confidential manner is critical.

Education:
- **Required:** Bachelor's Degree

Experience:
- **Required:** Two years of related experience with complex levels of responsibility.
- **Preferred:** Prior experience in an educational organization is strongly desired.

Physical Requirements:
- Must be able to work at a computer for extended periods of time.
- Some on campus presence is required, especially during intensive on-campus components of the program and to meet leadership expectations.

Special Requirements:
- Must be a member of 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 "Support Staff Applications" on the OBU website at: https://www.okbu.edu/hr/jobs.html

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. 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 that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.