



OUACHITA
BAPTIST UNIVERSITY



OUACHITA BAPTIST UNIVERSITY

Director of Human Resources
OPPORTUNITY PROFILE

INTRODUCTION



Ouachita Baptist University, a private liberal arts university in Arkadelphia, Arkansas, is entering its 137th year as a Christ-centered learning community. Ouachita continues to experience considerable institutional momentum. During the past six years, Ouachita's enrollment has increased by 17.6%. Fall 2022 enrollment is the highest in 56 years, with a headcount of 1,784 students. On-campus enrollment is the highest since 2011, while enrollment in all colleges and universities in the state combined decreased during that period. The first-time freshman student cohort is distinctive: half earned a high school grade point average (GPA) of 4.0 or higher, 23 graduated first in their high school class, 36 are Arkansas Governor's Distinguished Scholars, more than 17% are students of color, and 23% are first-generation college students.

Ouachita is ranked among the best national liberal arts universities in the country by *U.S. News & World Report* and among the top 20 Christian colleges in the nation by Niche.com. Learn more about the university's highly personal approach, reflected in a student/faculty ratio of 13:1, at www.obu.edu.

Ouachita has experienced growth not only in the number of enrolled students but also in the number of academic programs offered at the undergraduate and graduate levels. At the undergraduate level, programs in criminal justice, engineering, pre-counseling, and psychiatric nursing have begun or are in the process of being added (subject to accreditation approval). In recent years, Ouachita's strategic decision to serve non-traditional degree-seeking students at the undergraduate and graduate levels reflects a desire to serve society better. At the graduate level, Ouachita has added a Master of Science degree in applied behavior analysis, a Master of Education degree in curriculum and instruction, and a Master of Science in Nutrition/Dietetic Internship program; launching in Fall 2023 following accreditor approval are a Master of Science degree in exercise science and a Master of Business Administration degree.

During the past six years, the university has received a record number of philanthropic gifts, achieved a record high for its endowment and is stronger financially than any time in the past quarter century. During the 2020-21 academic year, during a pandemic, Ouachita was one of the few universities in the country to have a fully in-person experience. It reflected the collective efforts of students, faculty, and staff to care for one another and have a meaningful campus life.



ABOUT OUR HOME TOWN

Ouachita was established in 1886 by Arkansas Baptist State Convention and remains strongly connected to the ABSC. Ouachita's statements of vision, mission, and values anchor its distinct approach to Christian higher education. The university's five-year strategic plan guides its focus.

Ouachita is in Arkadelphia, Arkansas, a city of 11,000, that is one hour southwest of Little Rock and four hours northeast of Dallas, Texas. The beautiful campus is situated on a bluff overlooking the Ouachita River, surrounded by two million acres of forests, within a 10-minute drive to DeGray Lake Resort State Park and close to other lakes, rivers, and trails.

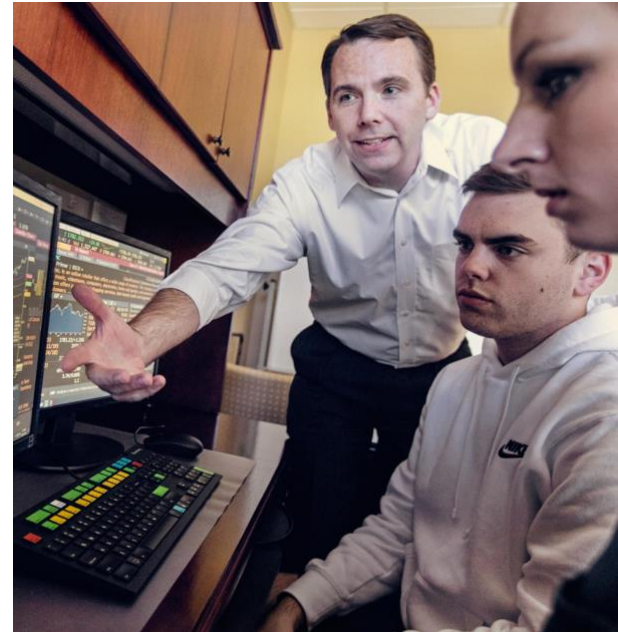
The university is primarily a residential undergraduate institution with 97% of students living in campus housing. About 62% of students are from Arkansas, 26% from Texas and the balance from another 24 states and 22 countries. Academically, the university is organized into eight Schools: Business, Christian Studies, Education, Fine Arts, Humanities, Interdisciplinary Studies, Natural Sciences and Social Sciences.

The university's highly residential nature is part of a commitment to a vibrant campus life that contributes to a holistic education. It includes required Chapel and a range of opportunities for ministry and spiritual development. There are over 50 student organizations and clubs for leadership, service, and affiliation, as well as a robust intramural sports and outdoor recreation program. On average, students, faculty, and staff volunteer 50,000 hours each year locally, nationally, and globally. The university fields 18 athletics teams involving 25% of the student body at the NCAA Division II level.

The university employs faculty and staff who have an active Christian faith; identify with its vision, mission, and values; are devoted to helping students experience academic progress, personal development, and spiritual growth; and are committed to excellence and collegiality in their work. Ouachita is known for a highly personalized approach to students.

The university occupies 200 acres and includes 51 buildings with 1.3 million square feet. Several improvements to the campus have occurred recently, including a new 144-bed student apartment complex.

The university is governed by a 24-member Board of Trustees whose appointments are approved by the Arkansas Baptist State Convention.



**137TH YEAR AS A
CHRIST-CENTERED
LEARNING COMMUNITY**

OUACHITA'S FOUNDATIONAL STATEMENTS

VISION: Ouachita Baptist University seeks to foster a love of God and a love of learning by creating for students and other constituents' dynamic growth opportunities both on campus and throughout the world. With foresight and faithfulness, Ouachita makes a difference.

MISSION: Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work and reasoned engagement with the world.

VALUES: Ouachita strives to be an academic community of vision, integrity, and service grounded in the following values:

- **Faith** – We believe that life is lived most abundantly in response to the love of God through Jesus Christ.
- **Scholarship** – We advance excellence in teaching, learning, research, and creative expression.
- **Growth** – We foster broad-based education, encouraging growth in intellectual, spiritual, physical, and social domains.
- **Character** – We affirm that respect and honesty undergird responsible citizenship and stewardship.
- **Community** – We promote a vibrant community strengthened by diversity, sustained by common aims and supportive relationships, and committed to leadership and service on campus and beyond.

LEARNING GOALS – UNDERGRADUATE: Through all its undergraduate educational programs – curricular and co-curricular, classroom and experiential – Ouachita promotes the following goals for student learning:

- Intellectual and applied skills that promote competency and lifelong learning, including articulate communication; critical and creative thinking; analytical and quantitative reasoning; scientific reasoning; and information literacy.
- Engagement with content and methods of the major domains of knowledge.
- Heightened awareness of personal and social responsibility, including the ability and inclination to practice civic engagement, ethical reasoning, personal integrity, stewardship, physical well-being, and spiritual growth.
- Appreciation for cultural diversity and development of intercultural competence for constructive engagement in both local and global contexts.
- Depth of knowledge and skills in a chosen discipline or combination of disciplines sufficient to provide the foundation for advanced study, professional competence, and meaningful work.
- Ability to connect learning across disciplines and apply knowledge and skills to solve problems.

LEARNING GOALS – GRADUATE: By offering advanced study in selected fields, Ouachita aims to promote scholarly achievement, enhance professional expertise, encourage faithful stewardship, and graduate highly capable professionals ready to assume places of leadership and service. Students completing the university's graduate programs are expected to accomplish the following:

- Demonstrate graduate-level mastery of the knowledge and skills central to scholarly inquiry and professional practice within a field of study.
- Develop a reasoned approach to the role of faith in scholarly and professional pursuits and responsibly relate Christian perspectives to disciplinary practice.
- Interpret and apply ethical insights and decision-making in the context of one's intended profession.
- Communicate a personal vision of vocation, including how one can contribute meaningfully to one's profession and broader community.



THE POSITION

Ouachita Baptist University invites applications for a full-time Director of Human Resources to begin June 1, 2023. The successful candidate will have experience in human resources management and will exhibit a Christian commitment consistent with the University's vision, mission, and values. The position reports to the Vice President for Finance (VPF) and works closely with the president, deans, vice presidents and directors in recruitment of both faculty and staff.

The director position has administrative and supervisory responsibility for planning and managing the university's human resources program in accordance with the policies, procedures and practices of the university and in compliance with all applicable laws. Areas of responsibility include payroll and contract administration, benefits management, employee relations, human resources information systems, payroll tax compliance and policy administration. The director works closely with the Office of Student Financial Services and area supervisors in overseeing the university work study program. The director serves as the administrator for the university's self-funded health benefit plan. The director is responsible for assisting the VPF with the development and implementation of new policies, services and programs to meet the needs of the campus community as well as budget planning for salaries and benefits. The director provides knowledge and guidance on all personnel and human resources subject matters (classification and compensation, recruitment and hiring, employee relations and leave administration).

A bachelor's degree is required with a preference for business, management or a related major. The position requires experience in supervising staff and working independently, with preference for experience in human resources and/or in an academic setting.

DEPARTMENT OF HUMAN RESOURCES STAFF

Jason Tolbert MBA, CPA, Vice President for Finance

Kathy Green, Payroll & Fringe Benefits Specialist

STRATEGIC PLAN

The university's direction and momentum has been guided and fueled by the current five-year strategic plan, which includes six strategic directions and 24 goals. The Strategic Directions are:

- Sustain Christ-centered Identity
- Advance Faculty/Staff Support
- Ensure Transformative Learning
- Grow Residential Enrollment
- Diversify Educational Offerings
- Strengthen Key Partnerships

PROCESS OF CANDIDACY

After reading this Opportunity Profile, if you believe that you are a good initial match for Ouachita Baptist University, we invite you to begin the application process.

Please provide the following documents and responses for your initial application:

- A completed [Application for Employment: Administration](#).
- A cover letter that makes the case for your candidacy (In your letter, describe how your strengths, gifts and experiences are a fit with the qualifications and opportunity in this profile.)
- A current resume.

If your application is accepted for further review, you will be contacted to provide the following documents:

- College transcripts.
- Three letters of reference from those who know you and your career well enough to comment on your suitability for the role.

Submit this information in one Word or PDF document to:

Jason Tolbert
Vice President for Finance
Ouachita Baptist University
tolbertj@obu.edu

