



Position Announcement Department of Athletics

Howard Payne University does not discriminate on the basis of race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test. Your signature on the Employment Application indicates your understanding these statements.

POSITION AVAILABLE: Head Men's and Women's Tennis Coach

CLASSIFICATION: Full-Time, Exempt Staff with full benefits including dependent tuition waivers

POSTING DATE: June 8, 2018

EMPLOYMENT BEGINS: Immediately

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Job Summary - The head coach is responsible for leading, guiding and mentoring the tennis program in a positive Christian manner, including compliance with National Collegiate Athletic Association (NCAA) and the American Southwest Conference (ASC) regulations. The coach accepts and delegates tasks from the Director of Athletics. The coach provides leadership for a program that contributes to the holistic development of students. The detailed Job Description for this position appears below.

Minimum Qualifications - A bachelor's degree from an accredited four-year college or university is required. Must possess expert knowledge of skills and strategies related to Tennis. Prior coaching or playing experience at the collegiate level is preferred. A master's degree and college playing experience is preferred.

Application Procedure - To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how they meet the position requirements, unofficial transcripts, and the names and contact information for three professional references to:

Mr. Bill Fishback
Associate Vice President for Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8031
E-mail: hr@hputx.edu

Application Deadline - Applications will be accepted until the position is filled.



Job Description

Job Title: Head Men's and Women's Tennis Coach
Department: Athletics
Reports To: Director of Athletics
Classification: Exempt, Full-Time Staff
Prepared By: Hunter Sims, Director of Athletics
Prepared Date: June 5, 2018
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: June 7, 2018

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Job Summary - The head coach is responsible for leading, guiding and mentoring the Tennis program in a positive Christian manner, including compliance with National Collegiate Athletic Association (NCAA) and the American Southwest Conference (ASC) regulations. The coach accepts and delegates tasks from the Director of Athletics. The coach provides leadership for a program that contributes to the holistic development of students.

Essential Duties and Responsibilities include the following. The Director of Athletics may assign other duties.

1. Lead the Tennis program based on proven Christian integrity and ethics consistent with the University Mission Statement and Core Values.
2. The coach must remain in compliance with all NCAA and ASC regulations including but not limited to the following:
 - a. Playing and practice seasons
 - b. Coach involvement in recruiting efforts
 - c. Pre-season and post-season workouts must be voluntary, open to all students, and may not involve any athletically related activity.
3. Monitor, mentor, and coach student-athletes participating in the Tennis program.
4. Coordinate and supervise the recruiting process.
5. Coordinate practice schedules.
6. Schedule games.
7. Develop and supervise fundraising campaigns in conjunction with the Development office.
8. Develop and supervise marketing campaigns in conjunction with the Marketing office.
9. Coordinate program travel.
10. Supervise use of facilities and maintenance of the Nabors Tennis Complex.
11. Address safety and security concerns. Stop any activity that is dangerous to the student-athlete or other students.
12. Administer all budgets related to the Tennis program.
13. Assist with supervision of Chapel/Student Assembly.
14. Supervise academic success initiatives for student-athletes (class attendance, tutoring attendance, etc.)
15. Seek opportunities to participate in professional organizations, activities, and development (association membership, conference attendance, publications, etc., represent HPU at conferences, trainings, retreats, etc.)
16. Continually evaluate the Tennis program. Participate in University assessment activities, institutional effectiveness programs, and strategic planning.
17. Coordinate compliance with all university, NCAA, and ASC policies and regulations.
18. May teach one to three credit hours per semester.

Supervisory Responsibilities - Directly supervises any assistant coaches and may directly supervise up to one part-time graduate employee, one part-time student employee and volunteer coaches. Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. **Modeling Christian Faith in Athletics** - Must be committed to excellence in coaching and teaching in a Christian Liberal Arts setting and to ongoing scholarship, and service through athletics. Displays a proven record of modeling Christian faith through the platform of intercollegiate athletics and the willingness to continue doing so in a manner consistent with the University's Mission Statement and Core Values.
2. **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
3. **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

4. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
5. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
6. **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
7. **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
8. **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Is available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies feedback (internal and external); Fosters quality focus in others; Improves processes, products and services. Continually works to improve supervisory skills.
9. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically.
10. **University Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the University's Mission Statement and Core Values; Benefits the University through outside activities; Supports affirmative action and respects diversity.
11. **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
12. **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
13. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
14. **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. **Education and Experience** - A bachelor's degree from an accredited four-year college or university is required. Prior coaching or playing experience at the collegiate level is preferred. A master's degree and college playing experience is preferred. Possess expert knowledge of skills and strategies related to Tennis.

2. **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the University.
3. **Math Skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
4. **Reasoning Ability** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. **Computer Skills** - To perform this job successfully, an individual should have a good working knowledge of Desktop Publishing, Blackboard, Microsoft Office software and commonly used Internet Browsers.
6. **Licenses or Registrations** - Must maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Must be 25 years of age to drive vans on behalf of the University.
7. **Other Qualifications** - Must be willing and able to travel away from home at least 50% of the time to games, recruiting, training, etc.
8. **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit and use hands to finger, handle, or feel. The employee is regularly required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

9. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of the Brownwood Coliseum and University buildings and grounds. The employee is occasionally exposed to some risk of disease and injury from lifting and moving patients and equipment associated with teaching in clinical situations. The employee is occasionally exposed to some risk of electrical shock. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

Signature

Date