



POSITION ANNOUNCEMENT
Office of Admission
Brownwood, Texas

Howard Payne University does not discriminate based on 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 at any time.

Job Title: Admission Counselor
Department: Office of Admission
Reports To: P.J. Gramling, Director of Admission
FLSA Status: Full-Time Exempt with benefits, including Tuition Waivers
Prepared By: Kevin Kirk, Associate Vice President for Enrollment Management and P.J. Gramling, Director of Admission
Date Prepared: October 18, 2018
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: October 18, 2018

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 statement and core values of the 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 Admission Counselor is a vital member of the Enrollment Management team and is responsible for assisting prospective students through the complete admission process, from the point of initial contact to enrolled student status. The Admission Counselor is responsible for implementing the enrollment strategies of the University and for achieving individual enrollment goals. Related Admission Office responsibilities will also be assigned, relative to experience.

Minimum Requirements: Obtaining a bachelor's degree from an accredited four-year college or university by December 8, 2018 is required. Must be at least 21 years old and maintain a valid Texas driver's license to drive any vehicle on behalf of the University. Must have a good working knowledge of Internet software, Spreadsheet, Word Processing and Email software and willingness to learn Admission processing systems quickly. Must be able to travel and be away from home approximately 25% of the year. A typical travel schedule finds the Admission Counselor on the road about seven weeks in the fall semester, two to three weeks in the spring, and about a week in the summer.

Application Procedure: To be considered for this position, please submit the following:

- a letter of application addressing in detail how you meet the position requirements,
- a resume',
- unofficial transcripts, and
- a completed HPU Employment Application (available at: www.hputx.edu/jobs) to:

Bill Fishback
Associate VP for Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
E-mail: hr@hputx.edu

Application Deadline: Until the position is filled



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DEPARTMENT: Office of Admission
SUPERVISOR: Director of Admission
CLASSIFICATION: Exempt Staff
PREPARED BY: Kevin Kirk, Associate VP for Enrollment Management and
PJ Gramling, Director of Admission
DATE PREPARED: October 18, 2018
REVIEWED BY: Bill Fishback, Associate VP for Business and Human Resources
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Essential Duties and Responsibilities:

1. Provide a positive, professional demeanor within the Admission Office and the HPU campus, and when representing Howard Payne University to all prospective students and families or to any member of the public.
2. Assist in the development and implementation of recruitment strategies to effectively target prospective students and shape the entering class.
3. Responsible for implementing institutional enrollment strategies in off-campus and on-campus settings.
4. Read and evaluate admission data including, but not limited to, applications for admission, standardized testing results, secondary school and college transcripts, student-written essays and letters of reference.
4. Coordinate and facilitate communication to prospective students in assigned regions in standard mail and electronic formats. Extensive phone work is required.
5. Work proactively with the Office of Financial Aid to coordinate the delivery of financial aid packages to prospective students, including notifying members of the Financial Aid staff of merit scholarships awarded to prospective students within counselor's assigned regions.
6. Must be able to travel and be away from home approximately 25% of the year. A typical travel schedule finds the Admission Counselor on the road about seven weeks in the fall semester, two to three weeks in the spring, and about a week in the summer.
7. Represent HPU to prospective students, parents, community groups, high school counselors, church administrators, and HPU alumni by:
 - a. Providing group information sessions for students and their families
 - b. Conducting personal interviews with prospective students
 - c. Visiting high schools to talk with students and counselors
 - d. Visiting churches to talk with students and ministers
 - e. Representing the University at college days and nights, school panel programs and National College Fairs.
8. Build relationships with all aforementioned individuals.

9. Recommend students for approval or denial of admission to the University, based on a comprehensive assessment of all required application materials. Responsible for the complete maintenance and processing of all application files within assigned recruiting regions.
10. Assist in the development and implementation of a personal plan for assigned territory travel:
 - a. Determine college fairs to attend.
 - b. Determine individual secondary school visits.
 - c. Identify key Baptist churches in primary region and schedule church visits to speak to members of youth groups, youth ministers and/or senior ministers of the church.
 - d. Assist fellow admission counselors in region travel.
 - e. Request assistance/assign fellow admission counselors and alumni representatives to recruitment events.
11. Develop and implement a personal communication plan involving all constituencies central to recruiting students to Howard Payne University:
 - a. Evaluate and update personal letter flow and hand-written follow-up notes to prospective students.
 - b. Evaluate and update e-mail flow.
 - c. Evaluate and update phone calls to prospective students.
 - d. Evaluate and regularly update personal marketing plan designed to promote HPU.
12. Represent the University by attending conferences as assigned.
13. Assist in interviewing prospective admission counseling staff members and student employees.
14. Responsible for shared supervision of student employees.
15. Obtain a detailed, working knowledge of the University and its many facets.

Supervisory Responsibilities: Shares in supervision of student employees. Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Participates in responsibilities that include interviewing, hiring, and training a student worker; planning, assigning, and directing work; appraising performance; resolving problems.

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

1. **Analytical** - Collects and researches data; Designs work flows and procedures.
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. **Project Management** - Develops project plans; Communicates changes and progress.
4. **Customer Service** – Effectively manages difficult or emotional situations; Responds promptly to student needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.

5. **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.
6. **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.
7. **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
8. **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.
9. **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and students.
10. **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for student workers' activities; Develops their skills and encourages growth.
11. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
12. **Cost Consciousness** - Works within approved budget; Conserves University resources.
13. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds University values.
14. **University Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports University mission statement, goals and values; Benefits the University through outside activities.
15. **Strategic Thinking** - Develops strategies to achieve University goals; Understands University strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
16. **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.
17. **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
18. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

19. **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.
20. **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
21. **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
22. **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
23. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
24. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
25. **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
26. **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
27. **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications - To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities 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 functions.

1. **Required Education and/or Experience** – Obtaining a bachelor’s degree from an accredited four-year college or university by December 8, 2018 is required.
2. **Required Language Skills** - Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations.
3. **Required Math Skills** - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and area. Ability to apply concepts of basic Algebra.

4. **Required Reasoning Ability** - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
5. **Required Computer Skills** - To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software; and willingness to learn Admission processing systems quickly.
6. **Required License** - Must be at least 21 years old and maintain a current Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University.
7. **Required Physical Abilities** - While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. 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.
8. **Normal Work Environment** - While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and caustic cleaning or landscaping chemicals used on campus. The noise level in the work environment is usually moderate. The employee is required to travel during some work weeks.

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