



POSITION ANNOUNCEMENT
Christian Studies Graduate Program
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: Administrative Assistant, Christian Studies Graduate Program
Department: School of Christian Studies
Reports To: Dr. Gary Gramling, Director of Christian Studies Graduate Programs
FLSA Status: Full-time, Non-Exempt Staff
Prepared By: Dr. Gary Gramling
Reviewed Date: November 29, 2018
Approved By: Bill Fishback, Associate VP for Business and Human Resources
Approved Date: December 3, 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: Provide administrative assistance to the Director of the Christian Studies Graduate Programs by scheduling appointments, providing information to callers, and otherwise perform clerical and administrative work by performing the essential duties and responsibilities listed below. The Christian Studies Graduate Program Administrative Assistant will also assist in recruiting and marketing for the program, facilitating modular classes for both Master of Arts in Theology and Ministry (MATM) and Master of Arts in Youth Ministry (MAYM) students, advisement of current graduate students, and ministry placement of current and former students.

Minimum Requirements: A bachelor's degree from an accredited four-year college or university; or two years of directly related experience; or equivalent combination of education and experience is required. Must be at least 21 years old and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University. Must have an excellent working knowledge of commonly used Internet browsers and Microsoft Outlook, Word and Excel software.

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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Essential Duties and Responsibilities include the following. The Director of Christian Studies Graduate Programs may assign other duties.

1. Represent the program in a personal and professional manner, handling much of the telephone and email correspondence for the Christian Studies Graduate Programs.
2. Prepare and process correspondence with current and prospective graduate students.
3. Assist in monitoring the academic progress of graduate students and provide feedback that will keep students on track for earning a graduate degree.
4. Provide organized record keeping for the Christian Studies Graduate Programs, including information on students in the Accelerated Program.
5. Host or co-host a booth at various graduate school fairs around the state.
6. Recruit students and market the program in a variety of ways.
7. Assist the Director of the Christian Studies Graduate Programs with various projects, documents, and reports related to the program.
8. Occasionally represent the University at various conferences and meetings.
9. Order and maintain supplies.
10. Communicate with the offices of financial aid, registrar, student life, and business office regarding issues related to Christian Studies graduate students.
11. Communicate with churches looking to fill ministry positions, and provide information on interested students and alumni.

Supervisory Responsibilities – This person supervises one student worker.

Competencies - To perform the job successfully, the employee must demonstrate the following competencies:

1. **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 good reasoning when dealing with emotional topics.
2. **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages team activities.
3. **Customer Service** – Effectively manages difficult or emotional situations; Responds promptly to student and employee needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.
4. **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.

5. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and students.
6. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
7. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves University resources.
8. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds the University's Mission Statement and values.
9. Strategic Thinking - Develops strategies to achieve University and department goals; Understands the University's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
10. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
11. 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.
12. 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 the Director with alternate plans.

Qualifications - To perform this job successfully, an individual must be able to perform each essential duty 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. Education and/or Experience - Bachelor's degree from an accredited four-year college or University; or two years of directly related experience and/or training; or equivalent combination of education and directly related experience.
2. Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, etc. Ability to effectively present information and respond to questions from groups of employees, students, and the public.
3. Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
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 an excellent working knowledge of commonly used Internet browsers and Microsoft Outlook, Word and Excel software.
6. License - Must maintain a current Texas driver's license and be 21 years of age to drive any vehicle, including personal vehicles, on behalf of the University.

- 7. Other Qualifications - Must be able to travel away from home overnight, occasionally.
- 8. Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 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 functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to the normal risks of electrical shock associated with plugging in or unplugging an electrical item. The employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds of the University. 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