



**Position Announcement**  
**School of Nursing**  
**Brownwood, Texas**

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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. Howard Payne 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 of these statements.

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**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** School of Nursing  
**FLSA STATUS:** Full-time, Non-Exempt Staff – Standard benefits apply, including tuition waivers  
**POSTING DATE:** January 16, 2018  
**STATE DATE:** Immediately

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**Expectation and Condition of Employment** - Howard Payne University (hereafter, University), a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs. The University is committed to the integration of learning and Christian faith in the pursuit of truth.

The University expects its employees to be professing Christians who are responsible for assisting the University in accomplishing its Christian mission statement by embracing its core values, vision and curriculum. The University expects its employees to support the University's affirmation of the sincere religious tenets of the Baptist General Convention of Texas by leading lives of service through active involvement in Christian religious life both on campus and through a local Christian church.

As a condition of employment, employees are paid deposit.

Your signature on the 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:** Provides clerical and complex administrative support services to the Dean, School of Nursing and the nursing faculty.

**MINIMUM QUALIFICATIONS - Only applicants meeting the Minimum Qualifications will be considered:** A high school diploma or GED) or one to three months of directly related experience; or an equivalent combination of education and experience.is required. Must have an excellent working knowledge of commonly used Internet browsers; Microsoft Excel, Word, Outlook and PowerPoint software. Must be at least 21 years old and maintain a valid Texas driver's license to be able to drive any vehicle, including personal vehicles, on behalf of the University. Must possess the Competencies and Qualifications listed in the Job Description in order to perform the Essential Duties and Responsibilities of the job.

**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
- an HPU Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)) to:

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

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



## Job Description

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Job Title: Administrative Assistant  
Department: School of Nursing  
FLSA Status: Non-Exempt, Staff  
Reports To: Dr. Nina Ouimette, Dean-School of Nursing  
Prepared By: Dr. Nina Ouimette  
Prepared Date: January 15, 2018  
Approved By: Bill Fishback, Associate VP for Business and Human Resources  
Approved Date: January 16, 2019

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**Job Summary:** Provides clerical and complex administrative support services to the Dean, School of Nursing and the nursing faculty.

**Essential Duties and Responsibilities** include the following. The Dean of the School of Nursing may assign other duties to support the operations of the school.

1. Serves at the point of contact for prospective and current students. Greets visitors, represents the University's mission, core values, and vision in interactions with guests.
2. Answers telephones, gives information to callers or routes calls to the appropriate official, and places outgoing calls.
3. Monitors the budget and orders supplies for the dean as necessary.
4. Processes purchase requisitions as necessary.
5. Accesses, inputs and retrieves information from computer and campus network.
6. Compiles and manages various types statistical and budget related reports; maintains related databases and enters new data as necessary.
7. Works with word processing, spreadsheet and database software to complete administrative tasks.
8. Provides office and classroom support to faculty including but not limited to printing, course and room scheduling, coordination of meetings, special events.
9. Assists with textbook coordination and website updates.
10. Composes and types routine correspondence; prepares materials for special events such as invitations or guest lists RSVPs.
11. Schedules meetings and records minutes of staff meetings; makes copies of correspondence or other printed matter; may complete room reservations.
12. Arranges travel schedule and reservations.
13. Files correspondence and other records.
14. Manages and organizes complex and extensive student and faculty files while providing strict confidentiality of that information at all times.
15. Verifies faculty RN licenses.
16. Maintains student files and provides admission process assistance.
17. Tracks School of Nursing alumni placement.
18. Maintains prospective student database.
19. Coordinates scheduling and administration of School of Nursing tests for students.
20. Collaborates with other university administrative assistants, nursing faculty and dean to cover the administrative needs of the school and university.

21. Assists in problem solving with faculty and staff on the administrative tasks as they arise with clinical, regulatory, and accreditation demands.

**Supervisory Responsibilities** - This position has no supervisory responsibility for full-time employees, but may directly supervise up to three student workers. In that capacity, the Administrative Assistant carries out supervisory responsibilities in accordance with the university's policies and applicable laws. These responsibilities might include interviewing, hiring, and training student workers; planning, assigning, and directing their work; appraising performance; rewarding and disciplining student workers; addressing complaints and resolving problems.

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

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement 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. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
4. Customer Service – Effectively manages difficult or emotional situations; Solicits feedback to improve service; Responds promptly and effectively 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. 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. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
10. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
11. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds the University's mission statement and core values.

12. 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.
13. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes and schedules other people and their tasks; Develops realistic action plans.
14. 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.
15. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
16. Dependability - Follows instructions, responds effectively to supervisor's 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.
17. 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.

**Qualifications** - To perform this job successfully, an individual must be able to perform each of 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. Education and/or Experience - High school diploma or general education degree (GED); or one to three months of directly related experience; or an equivalent combination of education and experience.
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 administrators, faculty, students, and the public.
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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. Computer Skills - To perform this job successfully, an individual should have excellent working knowledge of commonly used Internet browsers; Microsoft Excel, Word, Outlook and PowerPoint software.
6. Other Qualifications - 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.

7. 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 exposed to the normal risks of electrical shock associated with plugging in or unplugging an electrical item. The employee is regularly required to sit, stand, walk and use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally 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.

8. 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 must be able to maintain focus in a high-traffic environment. 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 quiet to 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