



**Office of Admission  
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. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

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**Job Title:** Data Management Assistant  
**Department:** Admission  
**Reports To:** Yvonne Lundy, Executive Assistant to the Associate Vice President, Enrollment Management and Data Management Coordinator  
**FLSA Status:** Full-Time, Non-Exempt Staff - Standard benefits including tuition waivers  
**Posting Date:** January 3, 2019  
**Start Date:** Immediately  
**Salary:** Based on Education and Experience

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**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:** Responsible for the efficient and effective processing of Admission data in order to serve the students and prospective students at Howard Payne University. Responsibilities include data entry, data management, admission processing, budget processing assistance, mail system assistance, and assisting with implementation of the enrollment strategies of the Office of Admission to achieve enrollment goals.

**Minimum Requirements: Only applicants meeting the minimum qualifications below will be considered.** The requirements that follow 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.

Must have earned a high school diploma (some experience as a college student is preferred). Must have a good working knowledge of commonly used Internet browsers, Microsoft Excel Word, Outlook and the ability to learn Admission processing systems quickly. Must be at least 21 years old and maintain a valid Texas driver's license to drive any vehicle on behalf of the University. 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.

**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:** Until position is filled



## Job Description

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**Job Title:** Data Management Assistant  
**Department:** Office of Admission  
**Supervisor:** Executive Assistant to the Associate Vice President, Enrollment Management and Data Management Coordinator  
**FLSA Status:** Non-Exempt  
**Prepared By:** Kevin Kirk, Associate VP for Enrollment Management  
**Prepared Date:** December 13, 2018  
**Approved By:** Bill Fishback, Associate VP for Business and Human Resources  
**Approved Date:** January 3, 2019

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**Expectation** - Howard Payne 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.

Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission, core values and purpose of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local church. Your signature on this Job Description indicates your acceptance and affirmation of these statements.

**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:

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- 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:** Responsible for the efficient and effective processing of Admission data in order to serve the students and prospective students of the University. Responsibilities include data entry, data management, admission processing, budget processing assistance, mail system assistance, and assisting with implementation of the enrollment strategies of the Office of Admission to achieve enrollment goals. The Executive Assistant to the AVPEM and Data Management Coordinator may assign other responsibilities.

**Essential Duties and Responsibilities:**

1. Responsible for admission data integrity and for cleaning and organizing data.
2. Serve in the processing of Admission files in both physical and electronic formats.
3. Maintain schedule and process accurate data imports and exports.
4. Responsible for student admission file preparation, filing and maintenance throughout annual cycle.
5. Assist in preparation activities and serve at campus visit events.
6. Assist in communication preparation and processing.
7. Produce reports and tracking for aspects of Admission data and progression throughout the process.
8. Serve as trouble-shooter in all Admission processes, seeking improvement and efficiencies in schedule and process.
9. Assist and serve as backup to the Executive Assistant to the AVPEM and Data Management Coordinator with Budget processing activities.
10. Participate in training other staff members in the office on data management processes and procedures.
11. Serve as a backup to operate multiline telephone system in the Office of Admission and answers incoming calls and directs callers to appropriate personnel or to their voicemail, or will answer callers' questions as appropriate.
12. Coordinate and execute the entry of student-related data.
13. Maintain inventory of supplies, materials and equipment needed in the Admission processing functions.
14. Oversee the inbound and outbound standard mail preparations for the office.
15. Assist in supervision, scheduling and training of student employees in the office.
16. Represent the University to prospective students, parents, community groups, high school counselors, church administrators, current University students, University staff and faculty, and University alumni by:
  - a. Speaking on the phone
  - b. Greeting at the Office of Admission building and interacting in-person, when needed
  - c. Communicating electronically

17. Effectively serve all aforementioned individuals.
18. Obtain a detailed, working knowledge of the University and its many facets.
19. Provide a positive, professional demeanor within the Admission Office and the University campus, and when representing the University to all prospective students and families or to any member of the public.

**Supervisory Responsibilities:** Assists in the 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 conflicts.

**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 ethics; Upholds University values.
14. University Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the University mission statement, core values, and purpose; 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 that best fits 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. 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. Education and/or Experience – A high school diploma is required.
2. Language Skills - Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.
3. Math Skills - Ability to apply concepts of basic math.
4. Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions.
5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of commonly used Internet browsers; Microsoft Excel Word, Outlook and the ability to learn Admission processing systems quickly.
6. License - Must be at least 21 years old and maintain a current 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 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. 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 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.

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

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Signature

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Date