



POSITION ANNOUNCEMENT
School of Music and Fine Arts
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.

Position: Assistant Professor of Communication

Department: Communication

Classification: Full-Time, Exempt Faculty

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.

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.

Applicants offered contingent employment based on the University obtaining a clean background check agree the contingent offer of employment may be revoked based on the information obtained in the background check. This position enjoys full benefits, including applicable tuition waivers for the employee and their eligible dependents.

Job Summary – This faculty member will teach undergraduate courses in strategic communication, including social media management, writing for digital media, fundamentals of human communication, and other general strategic communication courses, as needed.

Minimum Qualifications - Only applicants meeting the Minimum Qualifications will be considered: A Master's degree in a communication-related field (strategic communication, public relations, communication studies, or mass communication) or equivalent, or four years of directly related experience and/or training, or equivalent combination of education and experience is required.

To perform this job successfully, applicants should have a good working knowledge of Blackboard Database software, InDesign design software, Photoshop, Microsoft Excel, Word and Outlook software, and commonly used Internet Browsers. Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Must be able to meet the physical demands and work in the environment described in the Job Description for this job.

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,
- curriculum vita,
- a statement of teaching philosophy,
- unofficial transcripts,
- copies of most recent teaching evaluations, and
- the names and contact information for three professional references to:

Katrina Lynn
Director of Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8012
E-mail: hr@hputx.edu

Application Deadline: opened until filled.



Job Description

Job Title: Assistant Professor of Communication
Department: Communication
Reports To: Dr. Julie Welker, Department Chair
FLSA Status: Exempt, Full-Time
Prepared By: Dr. Julie Welker, Department Chair
Prepared Date: January 12, 2021
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: January 12, 2021

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As a condition of employment, employees agree to be paid by Direct Deposit.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

Job Summary – This faculty member will teach undergraduate courses in strategic communication, including social media management, writing for digital media, fundamentals of human communication, and other general strategic communication courses, as needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Teaching responsibilities will primarily include undergraduate courses in strategic communication, including social media management, writing for digital media, fundamentals of human communication, and other general strategic communication courses, as needed. The full-time teaching load is 24-27 hours per academic year. Other responsibilities include:

1. Oversee the online and print publication of the student news magazine.
2. Expanding university partnerships with industry.
3. Keeping regular office hours.
4. Creating, administering, and grading assignments and exams.
5. Mentoring and academic advising of students.
6. Serving on committees as assigned.
7. Engaging regularly in professional development activities related to assigned roles and responsibilities.
8. Participating in and supporting the activities of the department, school, and university.
9. Supporting a liberal arts education.
10. Serving the university, community, and in a local church.
11. Other duties as assigned.

Supervisory Responsibilities - This job may supervise up to two student workers.

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

1. Integration of Faith in the Classroom - Displays a proven record of integrating Faith into his/her discipline and the willingness to continue doing so in a manner consistent with the University's Mission Statement and Core Values.
2. Analytical - Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, designs work flows and procedures.
3. Design – Generates creative solutions, translates concepts and information into images, uses feedback to modify designs, applies design principles, and demonstrates attention to detail.
4. Problem Solving - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well problem solving as part of a group, uses reason even when dealing with emotional topics.

5. Technical Skills - Assesses their own strengths and weaknesses, pursues training and development opportunities, and strives to build knowledge and skills continuously, shares expertise with others.
6. Project Management - Develops project plans, coordinates projects, communicates changes and progress, completes projects on time and budget, Manages project team activities.
7. Customer Service – Manages difficult or emotional situations with co-workers and/or students effectively, responds promptly to student needs, solicits feedback from students and others to improve effectiveness, responds appropriately to requests for service and assistance, meets commitments.
8. Interpersonal Skills - Focuses on solving conflict without blaming others, consistently maintains confidentiality, listens to others without interrupting them, keeps their emotions under control, remains open to others' ideas and tries new things.
9. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.
10. Written Communication - Writes clearly and informatively, edits their work for correct spelling and grammar, varies their writing style as needed, presents numerical data effectively, is able to read and interpret written information effectively.
11. Teamwork – Balances the needs of the team and individual responsibilities effectively, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed.
12. Visionary Leadership - Displays passion and optimism, inspires respect and trust and motivates others to perform well, mobilizes others to fulfill the vision, provides vision and inspiration to peers and students. Exhibits confidence in self and others, influences actions and opinions of others effectively, accepts feedback from others, gives appropriate recognition to others.
13. Managing People - Includes staff in planning, decision-making, facilitating and process improvement, takes responsibility for subordinates' activities, is available to students and peers, provides regular performance feedback, develops student's and 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.
14. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
15. Cost Consciousness – Works within their approved budget, develops and implements cost saving measures, conserves University resources.
16. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values.

17. University Support – Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University’s Mission Statement and Core Values, Benefits the University through external community and professional activities, supports affirmative action and respects diversity.
18. Strategic Thinking - Develops strategies to achieve the University's Mission Statement and values, Understands the University's strengths and weaknesses, identifies external threats and opportunities, adapts strategy to changing conditions.
19. Motivation - Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, Measures self against standard of excellence, takes calculated risks to accomplish goals.
20. Professionalism – Approaches students in a respectful and tactful manner. Reacts well under pressure and treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions and follows through on commitments.
21. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, Arrives at meetings and appointments on time.
22. 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.
23. Structure and Planning- Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking, uses time efficiently, organizes and schedules student’s tasks appropriately, develops realistic action plans for students.
24. Creativity – Displays original thinking and creativity. Develops partnerships with external constituents to provide students with learning experiences outside the classroom. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention.
25. Use of Technology – Effectively uses current technology in teaching and is an advocate for the use of technology by peers and students to enhance learning.
26. Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness and generates suggestions for improving work. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention.

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.

Education and/or Experience – A Master’s degree in a communication-related field (strategic communication, public relations, communication studies, or mass communication) or equivalent, or four years of directly related experience and/or training, or equivalent combination of education and experience is required.

Language Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, and technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, students, and the public.

Math Skills – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and area. Ability to apply concepts of basic algebra and geometry.

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.

Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Blackboard Database software, InDesign design software, Photoshop, Microsoft Excel, Word and Outlook software, and commonly used Internet browsers.

Licenses and/or Certificates - The employee must be at least 21 years of age and maintain a valid Texas driver's license in order to drive any vehicle, including their personal vehicle, on behalf of the University.

Driving Requirements – This position may require employee to drive a vehicle, including their personal vehicle or university vehicle/van to attend or take students to professional meetings.

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 frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, use hands to finger, handle, and are occasionally required to feel and reach with hands and arms or stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision

abilities required by this job include the ability to adjust focus, close vision, distance vision, color vision, peripheral vision, depth perception.

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 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 employee is occasionally exposed to outdoor weather conditions. 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