



## Position Announcement New Braunfels, Texas

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Howard Payne University does not discriminate on the basis of 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. Your signature on the Employment Application indicates your understanding these statements.

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**POSITION AVAILABLE:** Evening Facility Monitor

**DEPARTMENT:** New Braunfels Center

**CLASSIFICATION:** Part-Time, Non-Exempt Staff with full benefits including dependent tuition waivers

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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.

**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.

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

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.

**Job Summary** - The evening facility monitor will be responsible for monitoring the HPU New Braunfels facility during non-regular business hours. This position will monitor the entrance and exit of individuals, the computer lab, the parking lot, and both floors of the facility. In addition, the evening monitor will be responsible for alerting emergency personnel, the director of the center and professors of any potential or imminent emergency situations (e.g., weather, suspicious visitors, injuries, etc.). The evening monitor will welcome and address students, faculty and staff, and visitors with a servant's heart. When needed, the monitor will help with student paperwork and administrative tasks from faculty and/or staff by performing the following essential duties and responsibilities listed in the Job Description that follows.

**Minimum Qualifications** – A high school diploma is required. As a condition of employment, the employee must be at least 18 years old.

**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](http://www.hputx.edu/jobs)) to:

Katrina Lynn  
Director of 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:** Evening Facility Monitor  
**DEPARTMENT:** New Braunfels Center, New Braunfels, Texas  
**REPORTS TO:** Whitney Hooper, Assistant Vice President, New Braunfels Center  
**CLASSIFICATION:** Part-Time, Non-Exempt Staff  
**PREPARED BY:** Whitney Hooper, Assistant Vice President, New Braunfels Center  
**DATE PREPARED:** July 7, 2021  
**REVIEWED BY:** Katrina Lynn, Director of Human Resources  
**DATE REVIEWED:** July 7, 2021

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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.

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.

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

1. Monitor the entrance and exit of individuals, make sure that all guests are HPU related. All students and faculty will carry an HPU ID.
2. Monitor the computer lab and record any issues.
3. Periodically walk the outside and inside of the building to maintain an active presence.
4. Monitor the parking lot to ensure the safety of HPU students and faculty.
5. Report any suspicious activity to the director and NB PD.
6. Record any technical or mechanical failures that need to be addressed by the director.
7. Monitor the weather during classes and provide an update of any potential or occurring emergency situations to the director and professors.
8. Write a weekly report of evening activities and send to the director of the center on each Thursday at close.
9. Welcome and address students and faculty with a servant's heart. This means a willingness to lend a hand in need - for example, helping open doors, cleaning up spills or accidents, technical issues, etc.
10. Secure the building each evening at closing once all faculty and students have exited.
11. Assist with the distribution of student paperwork from faculty and/or staff.
12. Prepare evening coffee and manage coffee supplies/inventory.
13. Answer phone; Communicate with faculty, staff and students.
14. Provide any needed administrative support to the HPU NB team, as needed.

**Supervisory Responsibilities** – There are no supervisory responsibilities associated with this position.

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

1. Modeling Christian Faith - Must be committed to modeling the Christian faith. Displays a proven record of modeling the Christian faith in business operations, management roles, customer service functions, and interactions with others. Is committed to continuing to model Christian faith in a manner consistent with the University's Mission Statement and Core Values.
2. 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.
3. Customer Service – Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others.
4. 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.

5. 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.
6. 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.
7. Visionary Leadership – Displays passion and optimism, inspires respect and trust and motivates others to perform well, mobilizes others to fulfill the University’s Mission Statement while embracing the University’s Core Values, provides vision and inspiration to peers and subordinates, exhibits self-confidence and confidence in others, influences actions and opinions of others effectively, accepts feedback from others, gives appropriate recognition to others.
8. Quality Management – Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
9. 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.
10. 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.
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 personal responsibility for their own actions, and follows through with commitments.
12. Safety and Security - Observes University safety and security policies and procedures, determines appropriate actions beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.
13. Attendance/Punctuality – Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
14. Dependability – Follows instructions, responds effectively to their supervisor’s direction. Takes responsibility for their own actions and 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.

**Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty 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 and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals in English. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of the University and the public.

3. Math Skills – Ability to add and subtract two-digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of U.S. currency, weight, measurement and distance.
4. Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form in English. Ability to deal with problems involving several concrete variables in standardized situations.
5. Computer Skills - To perform this job successfully, an individual should have working knowledge of and be able to use Microsoft Outlook, Word, Excel and commonly used Internet browsers.
6. 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 and hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. Duties may include moving desks, chairs, or other furniture; Cleaning up spills or accidents with a mop and bucket; Assist students with books and bags. The employee is occasionally required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl and smell. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision.

7. 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; extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes, airborne particles and toxic or caustic chemicals used in the routine cleaning and maintenance of University buildings and grounds; risk of electrical shock and vibration. 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