



POSITION ANNOUNCEMENT

Office of Admission

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: Admission Events and Campus Visit Coordinator
Department: Office of Admission
FLSA Status: Full-Time Non-Exempt Staff with full benefits including applicable tuition waivers

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.

Job Summary: The Admission Events and Campus Visit Coordinator is responsible for assisting the Enrollment Services staff in serving prospective students through the complete admission process, from the point of initial contact to enrolled student status. The Admission Events and Campus Visit Coordinator is responsible for implementing the enrollment strategies of the University and for assisting the counseling staff in achieving enrollment goals. The Admission Events and Campus Visit Coordinator will lead the campus visit event and daily visit experiences and maintain an expert-level use of the customer relationship management (CRM) system. Additional Admission Office responsibilities may be assigned.

Minimum Requirements: Bachelor's degree from an accredited University or at least three years of directly related experience, or an 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 on behalf of the University. Must have a good working knowledge of Internet software, Spreadsheet, Word Processing and Email software and willingness to learn Admission processing systems quickly. Must be able to travel and be away from home approximately 7% of the year.

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:

Katrina Lynn
Director of 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

HOWARD PAYNE

UNIVERSITY

Job Description

Job Title:	Admission Events and Campus Visit Coordinator
Department:	Office of Admission
Supervisor:	Director of Admission
FLSA Status:	Non-Exempt, Full-Time Staff
Prepared By:	Associate VP for Enrollment Management and Director of Admission
Prepared Date:	April 18, 2022
Approved By:	Katrina Lynn, Director of Human Resources
Approved Date:	April 18, 2022

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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.

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Essential Duties and Responsibilities:

1. Coordinate and prepare all Campus Visit events for the Office of Admission.
2. Coordinate the efforts of the Office of Admission staff working with the various components of the Recruitment and Scheduling visit events throughout the year.
3. Serve as contact and point person for the campus in matters related to events sponsored by the Office of Admission.
4. Maintain registration records, materials, supplies, invitations, confirmations and follow up with students for the recruitment and scheduling events and individual daily visits.
5. Represent the University at Office of Admission events.
6. Assist with the scheduling and execution of individual daily visit experiences of prospective students, their families, groups, and other guests of the campus.
7. Responsible for the coordination and implementation of the office involvement in summer camps on the HPU campus.
8. Assist in managing the Office of Admission online presence through pages and forms within the University's website.
9. Responsible for implementing institutional enrollment strategies in off-campus and on-campus settings.
10. Read and evaluate admission data including, but not limited to, applications for admission, standardized testing results, secondary school and college transcripts, student-written essays and letters of reference.
11. Assist in the coordination and facilitation of communication to prospective students in assigned regions in standard mail and electronic formats. Phone work is required.
12. Work proactively with the Office of Financial Aid to coordinate visits with prospective students and their families.
13. Must be able to travel and be away from home approximately 7% of the year.
14. Build relationships with all aforementioned individuals.
15. Represent the University by attending conferences as assigned.
16. Assist in interviewing prospective admission counseling staff members and student employees.
17. Responsible for shared supervision of student employees.
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 HPU campus, and when representing Howard Payne University to all prospective students and families or to any member of the public.

Supervisory Responsibilities: This position coordinates the schedule for admission counselors, faculty, and staff for daily visits and preview events. This position evaluates the event and performance of team members related to daily campus visits and preview events. Serves the counseling and support staff and assists them in achieving their enrollment goals. Shares in supervision of student employees in accordance with the University's policies and applicable laws. Participates in responsibilities that include interviewing, hiring, and training an Admission Counselor or student worker; planning, assigning, and directing work; appraising performance; resolving problems.

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. Design - Generates creative solutions, translates concepts and information into images, uses feedback to modify designs, applies design principles, and demonstrates attention to detail.
3. 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.
4. Project Management - Develops effective project plans, coordinates projects, communicates changes and progress, completes projects on time and budget, and manages project team activities effectively.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Delegation - Delegates work assignments effectively, matches the responsibility to the appropriate person, gives employees the authority to work independently, sets expectations and monitors delegated activities, provides recognition for results.
11. Managing People - Includes subordinate employees 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 and services, continually works to improve supervisory skills.
12. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.

13. Business Acumen - Understands the business implications of their decisions, displays an orientation to working within approved budgets and University profitability, and demonstrates a thorough knowledge of the higher education industry and the University's competition. Aligns their work with the University's Strategic Plan.
14. Cost Consciousness - Works within their approved budget, develops and implements cost saving measures, conserves University resources.
15. 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.
16. 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.
17. Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.
18. Motivation - Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures themselves against a high standard of excellence, takes calculated risks to accomplish goals.
19. Planning/Organizing - Prioritizes and plans work activities effectively, uses time efficiently, plans for additional resources if necessary, sets goals and objectives, organizes and schedules other people and their tasks, develops realistic action plans.
20. 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.

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 - Bachelor's degree from an accredited University or at least three years of directly related experience, or an equivalent combination of education and experience is required.
2. Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, business correspondence, and procedure manuals effectively. Ability to present information and respond to questions effectively from groups of students, other employees, trustees and the public.
3. Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and area. Ability to apply concepts of basic algebra.
4. Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables in English.

5. Computer Skills - To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software; and willingness to learn Admission processing systems quickly and become the expert in the admission office software system.
6. Licenses - 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 when necessary.
7. Other Qualifications - Checks emails for campus visits during weekend for Monday campus visits; Works more than eight hours on campus preview days; May work more than 8 hours a day preparing for campus visit days; may work weekends to make admission presentations for athletic recruiting events.
8. Physical Abilities - 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 stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee is frequently required to sit, use hands to finger, handle, or feel, and talk or hear. The employee must regularly lift and /or move up to 25 pounds, frequently 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. Preparation for campus preview events; move boxes with travel pieces or t-shirts; loading and unloading of supplies which includes crates of supplies for campus preview events.

9. Normal 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 heat, and wet or humid 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