

HOWARD PAYNE

UNIVERSITY

POSITION ANNOUNCEMENT

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: Financial Aid Specialist
Department: Financial Aid Office
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: Responsible for co-ordination of all new student applications/forms. This includes follow-up as needed through mail, e-mail, or phone. This also includes data entry, monitoring, reviewing and filing of all applications and forms. This position requires frequent contact with both prospective students and parents.

Minimum Requirements: 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. 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 PowerFAIDS quickly.

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

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JOB DESCRIPTION

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JOB TITLE: Financial Aid Specialist
DEPARTMENT: Financial Aid Office
SUPERVISOR: Karen LaQuey, Director of Financial Aid
CLASSIFICATION: Non-Exempt Full-Time Staff
PREPARED BY: Karen LaQuey, Director of Financial Aid
DATE PREPARED: April 2, 2022
REVIEWED BY: Katrina Lynn, Director of Human Resources
DATE APPROVED: April 2, 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: include the following. The Director of Financial Aid may assign other duties.

1. Financial Aid Software Programs
 - a. PowerFAIDS
2. Filing
 - a. Forms and applications
 - b. Financial aid folders
 - c. Miscellaneous filing duties as needed
3. Data Entry and Update
 - a. Review applications for completeness
 - b. Data entry for incoming forms in Power Campus
 - c. Perform follow-up phone calls as needed
 - d. Generate reports as needed
4. Enrollment confirmation
 - a. Verify enrollment for applicants each semester
 - b. Maintain proper file status for applicants
 - c. Identify borrowers who need exit interview for loan programs
 - i. Email exit interview information to students
 - ii. Enter necessary "holds" in Power Campus
 - iii. Maintain records for students who complete the exit process
5. Monitor Award Notifications
6. Miscellaneous
 - a. Assist in various duties as needed
 - b. Cross-train as needed
 - c. Participate in orientation weekends
 - d. Attend training sessions as needed
 - e. Some weekends required
 - f. Other duties assigned
7. The employee compares and evaluates possible courses of conduct, and acts or makes a decision after the various possibilities have been considered.
8. The employee must exercise judgement with respect to "matters of significance", which refers to the level of importance or consequence of the work performed.

Supervisory Responsibilities: This job has no supervisory responsibilities.

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

1. 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
2. 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
3. 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

4. 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
5. 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
6. 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
7. 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; Builds a diverse workforce
8. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds the university's Mission Statement and values
9. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefit organization through outside activities; Supports affirmative action and respects diversity
10. 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
11. 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
12. 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
13. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality
14. Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly
15. Adaptability – Adapts to change in the work environment; Manages competing demands; Changes approach
16. 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
17. Attendance/Punctuality – Is consistently at work on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time
18. 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

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 – 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 customers or employees of the University
3. Math 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 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 a good working knowledge of Microsoft Excel, Microsoft Word software, copier and fax machines
6. License - The employee must be at least 21 years of age and have a valid Texas Driver's License to drive any vehicle, including their personal vehicle, on behalf of the University that may include attending workshops/training one or two times per year
7. Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, 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 Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions. The employee is occasionally 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 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