

HOWARD PAYNE UNIVERSITY

POSITION ANNOUNCEMENT School of Christian Studies 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: Administrative Assistant
Department: School of Christian Studies
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.

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: Support, organize, and enable the work of the dean and faculty in the School of Christian Studies by performing the Essential Duties and Responsibilities listed in the Job Description below.

Minimum Requirements: An associate's degree or equivalent from two-year college or technical school; or six months to one year of directly related experience; or an equivalent combination of education and experience is required. Must have a good working knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and Publisher 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 personal vehicles, on behalf of the University.

Application Procedure: Please submit the following:

1. A letter of application addressing in detail how you meet the position requirements,
2. A resume,
3. Unofficial transcripts, and
4. An 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: Administrative Assistant
Department: School of Christian Studies
Reports To: Dean, School of Christian Studies
Classification: Non-Exempt, Full-Time Staff
Prepared By: Dr. Gary Gramling, Dean, School of Christian Studies
Prepared Date: May 2, 2022
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: May 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.

Job Summary – Support, organize, and enable the work of the dean and faculty in the School of Christian Studies by performing the Essential Duties and Responsibilities listed below.

Essential Duties and Responsibilities include the following. The Dean of the School of Christian Studies may assign additional duties.

1. Represent the School of Christian Studies and programs in a personal and professional manner, handling much of the telephone and email correspondence.
2. Coordinate scholarships for ministry students and ministerial dependent students.
3. Manage budget accounts and reconcile credit cards for the School of Christian Studies.
4. Coordinate purchases for the School of Christian Studies.
5. Perform clerical duties for the dean and faculty members of the School of Christian Studies.
6. Serve as building receptionist by welcoming guests and directing prospective students and families, current students, visiting ministers, alumni, and other visitors.
7. Serve as building maintenance coordinator by:
 - a. Opening the building each morning at 7:30 a.m. for students and adjunct faculty,
 - b. Checking the building and submitting requests for needed maintenance,
 - c. Ordering and maintaining supplies for the building, including faculty offices, classrooms, the workroom and the kitchen.
8. Maintain building calendar by scheduling events and room reservations for the Faith and Life Leadership Center.
9. Maintain the Teddlie Library by keeping books organized, receiving donations, and making free books available to students when appropriate.
10. Assist with Ministry Placement by assisting the Director of Ministry Guidance with clerical duties related to helping churches, students, and alumni with the search process.
11. Maintain the website and Social Media Presence for the School of Christian Studies.
12. Organize and coordinate details for the annual Currie-Strickland Lectures in consultation with the dean.
13. Coordinate the process of soliciting nominees and selecting recipients for the annual servant leadership awards in consultation with the dean.
14. Assist with recruiting and marketing to prospective undergraduate ministry students by:
 - a. Maintaining a current list of such prospective students,
 - b. Contacting prospective students,
 - c. Developing materials to market the School of Christian Studies to students,
 - d. Considering ways to involve the School of Christian Studies faculty in reaching students.
15. Assist with department-related events such as Ministry Monday, Conclave, GPAC annual meeting, Youth Ministry Workshop, Youth Ministry Institute, etc.
16. Coordinate breakfast and lunch for modular graduate classes as needed.
17. Assist adjunct professors by making copies, arranging classrooms, providing IT support, etc. while they are on campus.

18. Make lodging arrangements for adjunct professors, guests, and graduate students.
19. Communicate with the Office of Academic Affairs regarding excused absences during modular classes and other scheduled events.
20. Reserve classrooms for graduate classes and coordinate with University Services and IT.
21. Schedule appointments for the dean with students, faculty, staff, etc. Schedule Christian Studies faculty meetings. Keep dean's calendar up to date with university activities.
22. Maintain undergraduate advisement files and assist with undergraduate advisement.
23. Assist when needed with setting up classes in Blackboard, grading, recording grades, copying handouts, etc.
24. Monitor tests when needed for Christian Studies faculty members.

Supervisory Responsibilities – This position may supervise up to two student workers.

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. Analytical - Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, designs work flows and procedures.
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. 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.
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. 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.

9. Change Management - Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance effectively, prepares and supports those affected by change, monitors transition and evaluates results.
10. 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.
11. Quality Management – Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
12. Cost Consciousness - Works within their approved budget, develops and implements cost saving measures, conserves University resources.
13. Diversity - Demonstrates knowledge of Equal Employment Opportunity policy, shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a harassment-free environment and builds a diverse workforce.
14. 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.
15. 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.
16. 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.
17. Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies effective feedback to improve performance, and monitors their own work to ensure quality.
18. 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.
19. Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes appropriate independent actions and calculated risks, looks for and takes advantage of opportunities to improve situations, asks for and offers help when needed.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility 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 Duties and Responsibilities.

1. Education and Experience – Associate's degree or equivalent from an accredited two-year college or technical school, or six months to one year of directly related experience, or an equivalent combination of education and experience is required.

2. Language Skills - Must be able to read, write and converse effectively in English in order to follow the University's Administrative Policies and safely perform the essential duties of the job. 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 groups of managers, donors, and the public.
3. Math Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
4. Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form in English.
5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and Publisher software and commonly used Internet Browsers.
6. Licenses or Registrations - Must be at least 21 years of age and maintain a valid 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 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 stand, sit, walk; use hands to finger, handle, or feel; talk and hear; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the 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 regularly exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of University grounds and buildings. The employee is occasionally exposed to some risk of electrical shock. 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