

HOWARD PAYNE UNIVERSITY

POSITION ANNOUNCEMENT

Athletic Department

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: Assistant Women's Basketball Coach
Department: University Athletics
FLSA Status: Exempt, Full-time 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.

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.

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 assistant basketball coach is responsible for assisting the head basketball coach in leading, guiding and mentoring the women's basketball program in a positive Christian manner, including compliance with National Collegiate Athletic Association (NCAA) and the American Southwest Conference (ASC) regulations. The assistant coach is responsible for accepting delegated tasks from the head basketball coach, recruiting and retaining student-athletes, and instructing the game of basketball. The assistant coach's responsibilities must align with the goals of a program that contributes to the holistic development of students.

Minimum Requirements: Bachelor's degree from an accredited four-year college or university is required. Prior coaching or playing experience at the collegiate level is preferred. A master's degree and college playing experience is preferred. Must be able to travel away from home at least 50% of the time during the basketball season and recruiting athletes. Must have a good working knowledge of commonly used Internet software, Microsoft Word, Excel and Outlook software. Must possess the Competencies included in the job description to enable the employee to perform the Essential Duties and Responsibilities for the job. Must be at least 21 years old and maintain a valid Texas driver's license to drive any vehicle on behalf of the University.

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: Assistant Women's Basketball Coach
Department: University Athletics
Supervisor: Head Basketball Coach
FLSA Status: Exempt, Full-time Staff
Prepared By: Hunter Sims, Athletic Director
Prepared Date: August 24, 2022
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: August 24, 2022

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Essential Duties and Responsibilities include the following. The head women's basketball coach may assign other duties.

1. Participate in the facilitation of the Basketball program based on proven Christian integrity and ethics consistent with the University's Mission Statement and Core Values
2. The coach must remain in compliance with all NCAA and ASC regulations including but not limited to the following:
 - a. Playing and practice seasons
 - b. Coach involvement in recruiting efforts
 - c. Pre-season and post-season workouts must be voluntary, open to all students, and may not involve any athletically related activity
3. Possess knowledge of skills and strategies related to basketball
4. Monitor, mentor, coach and recruit student-athletes participating in the athletic program
5. Make independent decisions in the recruiting process as to who will be recruited by the University and what schools will be visited
6. Assist the head coach in all the following areas: practice planning and implementation, scheduling games, budget planning, compliance, fundraising, marketing, travel, facilities supervision, maintaining equipment, supervision of chapel, and academic success of student athletes
7. Supervise 15-20 student athletes regarding class attendance, tutoring attendance, academic challenges, and degree requirements
8. Monitor facilities for safety and address any activity that is dangerous to the student-athlete and/or other students
9. May also teach 1 to 3 academic credit hours per semester

Supervisory Responsibilities - Directly supervises up to two part-time student employees. Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

1. Modeling Christian Faith in Athletics - Must be committed to excellence in coaching and teaching in a Christian Liberal Arts setting and to ongoing scholarship, and service through athletics. Displays a proven record of modeling Christian faith through the platform of intercollegiate athletics and the willingness to continue doing so 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 in group problem solving situations; uses reason even when dealing with emotional topics
3. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others
4. 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

5. 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
6. Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates
7. Managing People - Includes staff 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, products and services. Continually works to improve supervisory skills
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 Core Values
9. University Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the University's Mission Statement and Core Values; Benefits the University through outside activities; Supports affirmative action and respects diversity
10. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals
11. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes and 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. 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 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 functions.

1. Education and Experience - Bachelor's degree from an accredited four-year college or university is required. Prior coaching or playing experience at the collegiate level is preferred. A master's degree and college playing experience is preferred
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 students, fans, or employees of the University
3. Math Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

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 commonly used Internet browsers, Microsoft Excel, Outlook and Word software
6. License - Must maintain a current Texas driver's license to drive any vehicle, including personal vehicles, on University business
7. Other Qualifications - Must be able to travel away from home at least 50% of the time during the basketball season and recruiting athletes
8. Physical Abilities - While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 100 pounds picking up and putting down the basketball floor, carrying laundry and conducting weight training and conditioning. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
9. Normal Work Environment - 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 exposed to outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of the Brownwood Coliseum and University buildings and grounds. 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