

HOWARD PAYNE

UNIVERSITY

POSITION ANNOUNCEMENT

University Athletics

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. Howard Payne 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 of these statements.

JOB TITLE: Assistant Strength and Conditioning Coach
DEPARTMENT: University Athletics
FLSA STATUS: Full-time, Exempt Staff – Standard benefits, including tuition waivers apply
POSTING DATE: January 30, 2024

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-

- 1) **Centered on Christ**
cf. Col. 3:17, Matt. 7:24
- 2) **Focused on community**
cf. Eph. 4:4-6, 1 Pet. 3:8
- 3) **Called to service**
cf. Mark 10:45, Phil. 2:3-5
- 4) **Committed to excellence**
cf. Gen. 1:31, 1 Cor. 9:24
- 5) **Dedicated to stewardship**
cf. Gen. 2:15, 1 Pet. 4:10

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 Strength and Conditioning Coach provides oversight of the athletic strength and conditioning programs for all sports, as assigned, in cooperation with head coaches. This position will also work directly with the athletic training staff to coordinate training of student-athletes according to any modifications necessitated by injury, or to facilitate a return to competition. The position will also design specific performance programs for student-athletes based on the needs of their sport. Other duties include, supervision of training, necessary preparation for training sessions, and, inspection and maintenance all weight room equipment for preseason, in-season, and postseason workouts.

MINIMUM QUALIFICATIONS - Only applicants with at least the minimum qualifications will be considered:

A Bachelor's degree required from an accredited university is required. Must be certified with CPR-AED. Must have National Strength Coach Certification (CSCCA and/or NSCA is preferred). Must be able to travel away from home 40% of the time with teams on out of town trips. Should have excellent working knowledge of commonly used Internet browsers, Microsoft Excel, Microsoft Word, and Microsoft Outlook software. Must be at least 21 years old and maintain a valid Texas driver's license to be able to drive any vehicle, including personal vehicles, 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
- 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: Applications will be accepted until the position is filled.

HOWARD PAYNE

UNIVERSITY

Job Description

Job Title:	Assistant Strength and Conditioning Coach
Department:	University Athletics
Supervisor's Job Title:	Head Strength and Conditioning Coach
FLSA Status:	Exempt, Full-time staff
Prepared By:	Hunter Sims, Director of Athletics
Prepared Date:	January 24, 2024
Approved By:	Katrina Lynn, Director of Human Resources
Updated Date:	January 30, 2024

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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

We believe and affirm that the University as an institution and each individual called to serve the Lord at Howard Payne should strive to demonstrate a commitment to these five Core Values:

- 1) **Centered on Christ**
cf. Col. 3:17, Matt. 7:24
- 2) **Focused on community**
cf. Eph. 4:4-6, 1 Pet. 3:8
- 3) **Called to service**
cf. Mark 10:45, Phil. 2:3-5
- 4) **Committed to excellence**
cf. Gen. 1:31, 1 Cor. 9:24
- 5) **Dedicated to stewardship**
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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 Athletics may assign other duties.

1. Lead the strength and conditioning program for assigned teams based on proven Christian integrity and ethics consistent with the University Mission Statement and Core Values
2. Oversee the daily operations and the development of the strength and conditioning program for assigned teams
3. Provide professional education, programming, training, support, and resources that enhance the performance of the University's athletic department including attendance at scheduled team practices and home and away competitions as necessary
4. Provide strength and conditioning related training and supervision of athletics staff, part-time graduate employees, athletic trainers and athletic training students. Provide student-athletes with guidance and proper training techniques
5. Know, enforce, and follow University, NCAA, and ASC policies and procedures directly related to strength and conditioning best practices. Comply with all NCAA and American Southwest Conference (ASC) regulations regarding strength and conditioning and best practices. Must report any known NCAA/ASC violations to the appropriate personnel at the University
6. Work directly with the Athletic Training Staff related to the care, safety, and overall welfare of the student-athletes including but not limited to the prevention, management, evaluation, education, treatment and rehabilitation of athletic injuries
7. Effectively communicate with athletic training staff, coaches, and student-athletes regarding injuries and student-athlete status
8. Maintain weight room facilities, supplies, and equipment. Evaluate and recommend new techniques and equipment that would enhance and benefit the athletic department
9. Responsible for the retention of student-athletes with a primary focus on overall student-athlete well-being. Assist with the supervision of Chapel and the academic success of student-athletes
10. Provide support in tasks related to game administration of sporting events hosted by the University

Supervisory Responsibilities - Supervise and train staff in the athletics department, part-time graduate employees, athletic trainers and student-athletes in safety and technique.

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 training 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. Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition

and experience to complement data; designs work flows and procedures

3. Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; and demonstrates attention to detail
4. 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
5. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others
6. 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
7. 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
8. 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
9. 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
10. Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates
11. 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
12. 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
13. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness
14. Cost Consciousness – Works within their approved budget; develops and implements cost-saving measures; conserves University resources
15. 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
16. 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
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. 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
19. 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
20. Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies effective feedback to improve performance; monitors his or her own work to ensure quality
21. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly
22. Adaptability – Adapts to changes in the work environment; manages competing demands for one's time; changes approach or method to fit the situation effectively; is able to deal with frequent change, delays, or unexpected events effectively
23. 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
24. Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
25. 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
26. 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
27. Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention

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 - A Bachelor's degree required from an accredited university is required
2. Certificates and Licenses - Must maintain a current Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University. Must be certified with CPR-AED. Must have National Strength Coach Certification (CSCCA and/or NSCA is preferred)
3. 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

4. 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
5. 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
6. Computer Skills - To perform this job successfully, an individual should have good working knowledge of commonly used Internet browsers, Microsoft Excel, Word, and Outlook software
7. Travel Away from Home - Must be able to travel away from home 40% of the time with teams on out-of-town trips
8. 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 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 and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

9. 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 risk of electrical shock and is regularly exposed to extreme outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds and athletic fields 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