

HOWARD PAYNE

UNIVERSITY

POSITION ANNOUNCEMENT

Center for Student Success

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: Academic Coach
Department: Center for Student Success
FLSA Status: Full-Time, 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

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**
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: To lead the academic support services that are provided to help students succeed and persist toward their educational goals, including the essential duties and responsibilities listed on the Job Description.

Minimum Requirements: Master's degree or equivalent from an accredited University or ten years 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 and Microsoft Suites.

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: Academic Coach
DEPARTMENT: Center for Student Success
SUPERVISOR: Assistant Vice President for Student Success
CLASSIFICATION: Full-Time, Exempt Staff
PREPARED BY: Dr. Wendy McNeeley, Assistant Vice President for Student Success
DATE PREPARED: January 30, 2024
REVIEWED BY: Katrina Lynn, Director of Human Resources
DATE APPROVED: January 30, 2024

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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: To lead the academic support services that are provided to help students succeed and persist toward their educational goals.

Essential Duties and Responsibilities:

1. Work with the director of the CSS on the Academic Coaching program
2. Take the lead on the QEP Academic Coaching component
3. Assist the QEP Director in data gathering for the QEP
4. Conduct coaching sessions with students face-to-face and online
5. Have coaching hours at least two evenings a week
6. Be available to offer session on coaching or essential academic skills
7. Obtain and maintain certification as an academic coach
8. Assist with student early alerts through EAS system
9. Work with other CSS staff to train peer tutors on academic strategies that can help them as they work with students
10. Assist, when needed, with academic advising, particularly in summer
11. Work SWARM events
12. Other duties as assigned

Supervisory Responsibilities: This position has no supervisory responsibilities.

Required 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. 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. Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others

6. 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
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 his or her work for correct spelling and grammar; varies his or her writing style as needed; presents numerical data effectively; is able to read and interpret written information effectively
9. 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 his or her own interests; is 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 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
11. 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
12. Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness
13. Cost Consciousness – Works within their approved budget; develops and implements cost-saving measures; conserves University resources
14. Ethics - Treats everyone with respect; keeps commitments; inspires others to trust him or her; works with integrity and ethically; upholds the University's Mission Statement and Core Values
15. Strategic Thinking - Develops strategies to achieve the Institutional Priorities in the University's Strategic Plan; understands the University's strengths and weaknesses; analyzes the higher education market and competition effectively; identifies external threats and opportunities and adapts his or her strategy to changing conditions
16. 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
17. Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures himself or herself against a high standard of excellence; takes calculated risks to accomplish goals
18. 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 his or her own actions; follows through with commitments

19. Dependability - Follows instructions; responds effectively to his or her supervisor's direction; takes responsibility for his or her 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
20. 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 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 – Master's degree or equivalent from an accredited University or ten years of directly related experience, or an equivalent combination of education and experience
2. Language Skills - Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents in English; ability to respond to inquiries or complaints from regulatory agencies or members of the community; ability to write speeches and articles for publication that conform to a prescribed style and format; ability to present information to University students, trustees, other employees and the public effectively
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 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 Internet software and Microsoft Suite software
6. License - Must be at least 21 years old and maintain a current Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Occasionally will drive to trainings and professional development
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 frequently required to talk or hear. The employee is regularly required to stand, walk, sit, talk or hear, use hands to finger, handle, or feel, reach with hands and arms and occasionally required to climb or balance, stoop, kneel. The employee must occasionally lift and /or move up to 10 pounds while handling materials such as books, files and papers. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception 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 fumes or airborne particles and caustic cleaning or landscaping chemicals used on campus. 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