

POSITION ANNOUNCEMENT

Howard Payne University

Office of Student Life

POSITION: Student Activities Director

EFFECTIVE: April 6, 2010

Expectation: Howard Payne University attempts to employ Christians, who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth.

Howard Payne University expects its employees to be professing Christians willing to support the Christian mission and purpose of Howard Payne University. As a result, the University expects employees to lead lives of service through active involvement in evangelical Christian religious life both on campus and through a local church.

A background check will be conducted. Howard Payne University is a “drug free” workplace and may require a drug/alcohol testing.

SUMMARY of DUTIES: Responsible for the overall implementation of campus-wide student programs and activities, including the following. Other duties may be assigned.

1. Plan, implement, and evaluate a comprehensive program of Student Activities designed to foster the individual and group development of the HPU student body.
2. Serve as an active agent to promote faculty and staff interaction in an effort to build activities that promote learning outside the classroom.
3. Assist and guide the implementation and maintenance of a comprehensive student communication system by means of e-mail, website, and traditional print.
4. Facilitate the operation of many university clubs and organizations.
5. Supervise the HPU Student Activities Council and guide them in quality programming.
6. Plan, orchestrate, and evaluate traditional campus events including Daze of Payne, Christmas on the Plaza, HPU Fest, Family Weekend, and other student events while including student volunteers and student employees in the process to develop their leadership skills.
7. Co-advise the University’s new student orientation program, Jacket Journey, with the Dean of Students, taking the lead on much of the planning while relying heavily on the Student Planning Committee which is selected, trained, and equipped for their roles by the co-advisors.
8. Assist with the development of the HPU Student Organization/Student Advisor Handbook.
9. Help develop and implement a Student Officer/Student Advisor Training for all student organizations.
10. Coordinate and supervise student activities related to HPU Homecoming festivities.
11. Represent HPU at conferences and student leadership programs such as CASL, APCA, etc.
12. Administer all budgets related to the above mentioned programs.
13. Serve as a professional resource for all areas of the campus regarding students and student life.

QUALIFICATIONS: Bachelor's degree required. A Master's degree in student development, counseling, or closely related area and a minimum of one year of experience in student activities or other student affairs/development area preferred. Expertise in the field of Student Development research, theory and practice is preferred.

Application

Procedure: Applicants should submit a completed Staff Application, a letter of application addressing in detail how you meet the position requirements, a resume’ and unofficial transcripts to:

Katrina Galloway
Howard Payne University
1000 Fisk Street, Room 210
Brownwood, Texas 76801
E-mail: kgalloway@hputx.edu

Application

Forms: Applications are available at the address above or at <http://www.hputx.edu/jobs>

Application

Deadline: April 23, 2010