



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>Administrative Assistant</i>	<b>EEOC Job Classification</b>	Administrative Support
		<b>FLSA Classification</b>	Non-exempt
<b>Department</b>	School of Music	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To</b>	Administrative Manager	<b>Effective Date</b>	6/24/2020

SUMMARY
Advance the mission and vision of TMUS through administrative support to the School of Music.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>▪ Management of the School of Music box office: Set up online ticketing for annual concert series, troubleshoot, oversee student worker, maintain equipment, etc.</li><li>▪ Interdepartmental and cross-campus collaboration with other departments (Marketing, Campus Productions, Plant Ops) and external constituencies (Tix, various patrons) in the resolution of a variety of day-to-day matters.</li><li>▪ Provide copy/make requests for School of Music event graphics, programs, posters and advertising.</li><li>▪ Generate weekly Music Events emails and send information for Community Connection emails.</li><li>▪ Oversee School of Music web page requests, social media accounts (FB page/Instagram account), YouTube channel and iTunes/Spotify accounts.</li><li>▪ General reception of music office including answering telephones and inquiries of visitors, data management, Prelude visit days, entrance/scholarship auditions, training and oversight of student workers, music meetings and departmental chapels.</li><li>▪ Maintenance of the Music Recital Hall facility (repairs, cleaning, etc.) and practice rooms.</li><li>▪ Oversight of the student MRH event staff: Hall Setup Workers, House Crew, Recording/Livestream Technicians &amp; Box Office Assistant; hire, train, verify timecards weekly, monitor work study budget with Administrative Manager, complete evaluations, keep job descriptions up to date.</li><li>▪ Assist with the production and management of School of Music on and off campus concerts, including rent trucks and equipment for off-campus venues (Forest Lawn). Give oversight of campus productions, some evening hours may be required.</li><li>▪ Perform other miscellaneous job-related duties as assigned.</li></ul>

QUALIFICATIONS
<ul style="list-style-type: none"><li>• Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.</li><li>• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds.</li><li>• Exercise confidentiality, good judgment and discernment.</li><li>• Commitment to respect and submit to departmental and University leadership.</li><li>• Ability to communicate effectively, both orally and in writing.</li></ul>

- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- Assign, plan, and oversee the work of assigned student employees.
- Handle discipline and termination of student employees as needed and in accordance with TMUS policy.
- Train student employees, verify timecards, and monitor work study budget.
- Complete student evaluations and maintain up to date job descriptions.

## **EDUCATION AND EXPERIENCE**

### **Minimum requirements for this position:**

- Bachelor's degree or equivalent
- At least one year previous experience in administrative position.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook, PowerPoint

## **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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.