



JOB DESCRIPTION



INFORMATION

Job Title	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	Office of the CIO	W/C Classification	8810 - Clerical
Reports To	Chief Information Officer	Effective Date	9/1/2020

SUMMARY

Advance the mission and vision of TMUS through administrative support of the Office of the CIO as well as TMUS Information Technology.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the CIO with calendar management, scheduling and miscellaneous workflows.
- Management of CIO & Information Technology purchasing infrastructure.
- Provide tactical assistance with hardware and systems contracts as well as vendor management.
- Liaison with Accounting for necessary Information Technology functions.
- Assist in developing the appropriate documentation for annual budgeting process.
- Provide clerical support to the Information Technology department.
- Supports and assists in management of part time support staff.
- Prepares orders for Information Technology office supplies.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- 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.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment, and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Associates degree in relevant field.
- Two years of administrative experience preferred.
- Basic mathematics and financial skills are a plus.
- Proficiency in Microsoft Office Suite (Word, Excel and Outlook) as well as Google Applications (Sheets, Docs, etc.)

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.
- This position is also open to telecommuting possibilities.

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.