



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	School of Teacher Education	W/C Classification	8868 – Administration/Faculty
Reports To	Dean of Liberal Studies & Teacher Education	Effective Date	11/13/2020

SUMMARY
Advance the mission and vision of TMUS through administrative support to the School of Teacher Education. Oversees and/or performs a range of diverse administrative activities for the department, serves as a central point liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the department.

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">• Provide administrative assistance to faculty and staff in the School of Teacher Education.• Carry out administrative duties such as filing, typing, copying, binding, scanning shredding, etc.• Manage and maintain department calendars.• Assist faculty with advising appointments.• Organize department events and meetings, as directed by the Dean, by securing space, equipment, food, preparing invitations, announcements, packets and handouts.• Schedule the use of classroom, department facilities, or meeting rooms.• Research information, compile statistics, gather and compute various data as needed by the Dean and Credential Analyst.• Prepare and submit payment forms for adjunct professors.• Assist faculty with purchasing textbooks from publishers and student advising schedules.• Gather, enter, and/or updates data to maintain records, files and databases, as appropriate.• Responsible for the administration, security, confidentiality, and retention of office and student files.• Take meeting minutes of department meetings including Community Advisor Panel Meetings.• Serve as a central point liaison with other departments regarding matters concerning the department.• Provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, advising, change of majors, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures).• Ensure that Dean and/or faculty are appropriately prepared for meetings.• Scan and file admission applications and other related documents requested by the Credential Analyst.• Assist the Credential Analyst with the collection of application and tuition deposit fees for the teaching credential program.• Send out emails to accounting contact at the school district to verify list of teachers who served as master teachers.• Send out emails to master teachers to notify them of their honorarium.• Submit check request for honorariums to accounting.

- Check out and process returns of Swivls and books borrowed from the department.
- Proofread the handbook if requested by the Credential Analyst. Scan and copy as needed for events.
- Maintain contact list of all school districts used to process honorariums for master teachers.
- Prepare interview packets and refreshments for the interviewers and candidates.
- Assist with budget management and planning, prepare check requisitions and process expense reports.
- 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

- 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:

- Associates degree in related field required.
- Two years of administrative experience preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

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.