



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Conference Representative</i>	Wkly. Hrs./Weeks:	Varies
Department:	Admissions	Pay Grade:	\$12.50/hour
Reports To:	Director of Admissions and Student Relations	Classification:	Casual Labor
		Effective Date:	Immediately

SUMMARY

The Master's Seminary is seeking Conference Representatives to serve prospective students at various conferences locally and around the country. Representatives need to have a working knowledge of TMS programs, excellent people skills, an outgoing personality, and a willingness to travel.

ESSENTIAL FUNCTIONS

- Represent TMS at various conferences on behalf of the admissions department.
- Have a working knowledge of all TMS programs.
- Recruit prospective students by explaining TMS programs, quoting fees, and answering questions and concerns.

COMPETENCIES

- Excellent interpersonal communication skills.
- Familiarity with The Master's Seminary.
- Must be able to travel to various locations and explain the benefits of receiving an education from The Master's Seminary.
- Has to be outgoing and extremely personable.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- 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.
- Basic mathematics and accounting knowledge is necessary.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Proactive communication with prospective students.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

- Working Environment: Due to travel, working environment includes car, airport, plane, hotel, and conference locations.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 50lbs.
- Travel: Travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University and Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

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.

APPLICATION PROCESS

Completed application form from The Master's University. This can be obtained at www.masters.edu/jobs or by contacting

**The Master's University and Seminary
Human Resources Department
21726 Placerita Canyon Road • Santa Clarita, California • 91321-1200
(800) 568-6248 • (661) 362-2844 ♦ FAX (661) 362-2717□**

Selection Process:

All applications will be reviewed by the Human Resources department. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.