



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Director of Outreach and International Student Advancement</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	International Ministries	W/C Classification	8810 – Clerical
Reports To:	VP of Student Life	Reviewed	5/5/2022

SUMMARY

Advance the mission and vision of TMUS by mobilizing students to participate in the communication of the gospel locally and globally as well as showing the love of Christ. This position will also care for current International Students.

ESSENTIAL JOB FUNCTIONS

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

- Manage the office of outreach and International Student Office.
- Manage and maintain current and new international student Visa applications and processes.
- Assist International students with necessary school references and discipleship.
- Train and oversee global outreach teams.
- Teach global outreach class.
- Produce global outreach week once per year.
- Manage the Missionary-in-Residence program.
- Develop partnerships for local and global outreach.
- Create opportunities for local and global outreach.
- Manage the international student program events and staff.
- Organize and lead orientation for new international students.
- Seek to care for international students through culture changes.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and 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.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least two-years' experience in a missions related field or working with international students.
- Proficient in Microsoft Office Suite or similar software.

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 or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

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.