



JOB DESCRIPTION



INFORMATION

Job Title:	Female Commuter Coordinator	Wkly. Hrs./Weeks:	20 hrs./44 weeks
		Pay Grade:	
Department:	Student Life	Classification	
Reports To:	Associate Deans of Students	Effective Date:	7/30/18

SUMMARY

The Master's University is seeking an energetic person to support the strategic mission of cultivating and maintaining a spiritual and educational environment among the students commuting to campus. This is a 20 hr. per week, 10 month position (August to May).

ESSENTIAL FUNCTIONS

- Accountability for maintaining an exemplary role-model for the students in congruence with The Master's University doctrinal statement and mission while investing those principles into the students they oversee.
- Cultivate a "Commuter Culture" that unifies and integrates students who live off-campus in becoming a participating and contributing member of The Master's University community.
- Disciple and oversee the development of volunteer Student Leadership Staff.
- Organize and Lead Bible studies, commuter chapels, both large & small group events, and meetings with individual students.
- Use judgment and discretion to cultivate a student's comprehensive spiritual development according to the "Distinctives of Biblical Living" and to the Biblical mandates and University policies outlined in the Student and Employee Handbook.
- Adjudicate issues of student misconduct in conjunction with the Office of the Associate Deans through conflict resolution, mediation, Biblical counseling, and facilitating Biblically based disciplinary actions.
- Conduct & attend regular meetings for personal & staff development.
- Manage Oak Manor or Cornerstone apartment complex (oversee between 7-15 units).
- Administrate off-campus applications, student probations, seasonal projects, rental leases, rent collection, and maintenance-requests.
- Participate in limited student activities, including events outside the normal scope of a typical "workday".
- Other duties as assigned.

COMPETENCIES

- Strong administrative, organizational, managerial, self-motivational and relationship building skills are required. Two to four (2-4) years current experience exhibiting problem solving skills, initiative, Biblical counseling and discipleship; management oversight involving accountability.
- Event planning and execution in coordination with other staff and students.
- Excellent communication skills with others while creating, receiving, processing, and passing information.

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.
- Ability to get along with co-workers and the public.
- Education: Bachelor's degree.
- Experience: 2+ years in a position of oversight, leadership, or shepherding.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, tenants, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Computer proficiency.
- Basic mathematics and accounting knowledge.
- Excellent oral and written command of the English language.
- Ability to compose, proofread and edit correspondence.
- Excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people.
- Multitasked in an environment with many distractions.
- Successfully pass a background investigation.

WORKING CONDITIONS

- Working Environment: Mostly indoors yet often mobile environment while on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University 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 and 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

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at www.masters.edu/employment. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. 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 & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.