



# JOB DESCRIPTION



## INFORMATION

Job Title:	Administrative Assistant	Wkly. Hrs./Weeks:	29/52
		Pay Grade:	
Department:	TMU Online	Classification	
Reports To:	TMU Online Director & Operations Manager	Effective Date:	5/25/2018

## SUMMARY

This position is responsible to function as an assistant to the Director and Operations Manager. The Administrative Assistant oversees the daily administrative details of the TMU Online Program. The individual would also be responsible for creating a welcoming environment in the front office servicing the needs of students.

## ESSENTIAL FUNCTIONS

The essential duties of the Administrative Assistant are front office management, event coordinating, and data entry. These duties include working with the Director, Operations Manager, Marketing Director, Academic Counselors, Professors and Students.

- Coordinates and performs a range of staff and/or operational support activities for the department; serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.
- Departmental and Team filing. Provide support to team on production of various management reports.
- Assist with program and faculty scheduling.
- Project management (Administration Manuals, Enrollment Packets, Directed Study Packets).
- Provides administrative support for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries. Handle all faxes, scans, and copies, as well as redirecting recruiting calls.
- Schedules and coordinates meetings, department events, interviews, appointments, and/or other similar activities for supervisor, which may include coordinating travel and lodging arrangements.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Maintain inventory of desk copies of all Online and DCP class textbooks.
- Manage completion of departmental errands (i.e. bookstore, library, copy center, outside vendors).
- Continuously plan ahead for faculty notifications/scheduling to ensure readiness prior to the course being taught. This includes: updating syllabi and related materials, as well as preparation and readiness and all other planning issues for the continuity of education.
- Notify, on a timely basis, all information to the students enrolled such as new information, upcoming procedural changes and requirements for new students.
- Requisitions printing, maintenance, and other services. Order and maintain an adequate level of all office supplies.

- Fulfills and tracks packaged DVD orders where applicable.
- Leads and trains student employees, as required.
- Regular attendance is essential
- Other duties as assigned

## COMPETENCIES

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Records maintenance skills.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather and analyze statistical data and generate reports.
- Ability to maintain calendars and schedule appointments.
- Database management skills.
- Ability to analyze and solve problems.
- Ability to lead and train staff and/or students.
- Word processing and/or data entry skills.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Organizing and coordinating skills.
- Knowledge of general accounting principles.
- Ability to record and transcribe meeting minutes.
- Receptionist skills.

## 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.
- Experience: 2+ years in an administrative position in an educational institution 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.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Ability to multitask in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

## WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas 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: None.

## 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 & 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 <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto: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.