



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Receptionist</i>	<b>EEOC Job Classification</b>	Administrative Support Worker
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Admissions	<b>W/C Classification</b>	8101 – Clerical
<b>Reports To:</b>	Chief Enrollment Officer	<b>Effective Date</b>	9/21/2021

## SUMMARY

Advance the mission and vision of TMUS by answering phones, and occasionally providing information to campus visitors while performing light clerical and office maintenance duties as a secondary job function.

## ESSENTIAL JOB FUNCTIONS

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

- Operate the main switchboard, by answering and transferring all incoming calls.
- Greet visitors to the campus, give directions, answer questions, provide informational material.
- Maintain the general appearance of Rutherford lobby area.
- 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.
- 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

- Associates degree or equivalent experience.
- At least one year experience in an administrative role.
- 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.
- No 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.