



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department:	Spanish Department	W/C Classification	8810 - Clerical
Reports To:	Director of Spanish Education	Effective Date	8/4/2020

SUMMARY

The Administrative Assistant, under the direction of the Director of Spanish Education, provides administrative support to ensure efficient operation in the Spanish Education Department. More specifically, the Administrative Assistant ensures that duties in the Instituto de Expositores are completed accurately and delivered with high quality and in a timely manner.

ESSENTIAL JOB FUNCTIONS

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

- Exercise independent judgment to establish and implement prescribed processes and procedures of the Spanish Education Department to fulfill the educational needs of the students.
- Monitor the effectiveness of classes and adjust as necessary in agreement with the Director of Spanish Education and the Dean of Spanish Education.
- Oversee students' academic progress, identify appropriate assessments, and advise students on procedures for testing.
- Provide full range of student services support to students at the Instituto de Expositores by responding to requests for information and assistance in person, online and/or by telephone.
- Create and maintain student contact lists.
- Train students to navigate the student learning portal (Pathwright).
- Ensure students receive timely and appropriate testing.
- Organize, schedule, and coordinate professors' Pathwright courses.
- Carry out administrative duties such as filing, typing, copying and translating.
- Write letters and emails on behalf of other office staff.
- Handle sensitive information in a confidential manner.
- Recommend and assist in the implementation of goals and objectives, participating in establishing and implementing policies and procedures.

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, students, &/ or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Good oral and written command of the Spanish language.
- Possess excellent organizational skills.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.

CONFIDENTIALITY

- This position may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of TMUS.
- All trade secret information is of great present or future economic and competitive value to TMUS. This trade secret information is generally not available to the public or known by competitors of TMUS.
- Employee must treat all trade secret information as confidential both during and after employment. Employee shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of employment or at any time thereafter, except for the benefit of TMUS and as required in the course of employment with TMUS. Employee shall not remove or otherwise transmit confidential, proprietary or secret information without express prior written consent of an authorized TMUS representative.

SUPERVISORY RESPONSIBILITY

- No Supervisory Responsibility

EDUCATION AND EXPERIENCE

- Education: Bachelor's degree required.
- Proficient in Pathwright or similar software.
- Must successfully pass a background investigation

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 40 pounds.

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.

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