



JOB DESCRIPTION



INFORMATION

Job Title:	Student Activities Coordinator	Wkly. Hrs./Weeks:	40/52
		Pay Grade:	
Department:	Student Activities	Classification	
Reports To:	Director of Student Services	Effective Date:	6/4/18

SUMMARY

The Student Services department is looking for a Coordinator for the Student Activities area. This position oversees a variety activities, programs, and student participants/workers throughout the school year.

ESSENTIAL FUNCTIONS

- Manage daily flow of activities/workers in office of Student Activities and Campus Ministries.
- Give direct oversight to the student leaders of the Associated Student Body Cabinet/Council.
- Strategize/lead operation of WOW Week, Intramural Sports, and Truth and Life Conference.
- Provide support to the office of Campus Ministries (i.e. Chapel, Campus Media, Outreach).
- Regular attendance is essential
- Other duties as assigned

COMPETENCIES

- Comfortable speaking to larger crowds
- Ability to manage and maintain a budget
- Ability to maintain a positive and professional attitude
- Ability to analyze and solve problems
- Ability to maintain a high level of confidentiality
- Basic Word and Excel knowledge is necessary
- Power Point experience desired
- Ability to compose, proofread and edit correspondence
- Basic filing skills

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.
- Must be able to get along with co-workers and the public.
- *Education:* Bachelor's degree preferred.
- *Experience:* Previous administrative skills, program coordination, and student leadership development ability 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.
- Multitasked 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: Indoors are comfortable with some distractions. Outdoors vary on date, time and location.
- 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 & 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

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) 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.