



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Research Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt Part-time, less than 24 hrs/wk
Department:	MacArthur Center for Expository Preaching	W/C Classification	Clerical – 8810
Reports To:	Pastoral Ministries Chair	Compensation	\$20.00 - \$22.00/hour

SUMMARY

Advance the mission and vision of TMUS by assisting with the production of the MacArthur Center for Expository Preaching podcast. The position will involve conducting research for different episodes as well as assisting in various administrative tasks for the department.

ESSENTIAL JOB FUNCTIONS

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

- Conduct relevant research for the advancement of the MacArthur Center podcast.
- Assist in the creation of podcast seasons and episodes.
- Coordinate with key contributors of the MacArthur Center podcast.
- Interact with listeners of the MacArthur Center podcast.
- Help execute various administrative tasks for the MacArthur Center for Expository Preaching.
- 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.
- 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.
- 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

- Bachelors degree or equivalent experience, Masters degree preferred.
- At least one-year experience in an administrative role in higher education.
- 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; has full dexterity of 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.

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