



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Student Activities Coordinator</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt or Non-exempt
<b>Department:</b>	Student Life	<b>W/C Classification</b>	9101 – Labor
<b>Reports To:</b>	Dean of Men/Director of Student Experience	<b>Compensation</b>	\$22.00 - \$24.00/hour

## SUMMARY

Advance the mission and vision of TMUS by providing oversight and administrative support to Campus Life through coordination of student activities. This includes, but is not limited to, leadership of the Campus Life team and events and the coordination of the Intramural and Club programs. This position serves as a key bridge-builder to the rest of campus.

## ESSENTIAL JOB FUNCTIONS

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

- Lead campus life initiatives within the Student Life goals and priorities framework.
- Meet weekly with Campus Life student team to provide discipleship and give direction and oversight to all campus life events.
- Partner with Events and Production to execute the vision and timelines for Campus Life events.
- Develop Intramural sports structure and schedules.
- Provide supervision at Intramural activities.
- Develop the clubs program, serving as the point person for structure, advertisement, and support.
- Foster cross-campus relationships and develop partnerships and strategies to enhance and support campus initiatives.
- 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
- Ability to communicate effectively, both orally and in writing.
- 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.
- Ability to make administrative/procedural decisions and judgments.
- Strong organization and coordination skills.
- Able to adapt to changing priorities in a fast-paced environment.

- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- Oversee the student employees within the Campus Life and Intramural department.
- Assign, plan, and oversee the work of assigned departmental staff.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience.
- At least two years' experience in relational ministry/discipleship role with leadership responsibilities.
- 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.
- Some 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.