



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Executive Assistant</i>	EEOC Job Classification	Administrative Support Workers
		FLSA Classification	Non-exempt
Department:	Academic Vice President	W/C Classification	8810 – Clerical
Reports To:	Provost	Compensation	\$25.00 - \$27.00/hour

SUMMARY

Advance the mission and vision of TMUS by performing a variety of administrative and support duties for the Provost and Executive Leadership.

ESSENTIAL JOB FUNCTIONS

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

- Provide administrative support for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Compose and edit correspondence from written, verbal direction, or from knowledge of established department policies; may prepare, transcribe, compose, type, edit, and distribute agendas and/or minutes of meetings.
- Establish, maintain, and update files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Sort, screen, review, and distribute incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries.
- Coordinate calendar scheduling for Executive Leadership.
- Coordinate management of academic class taught by the President and respond to student inquiries.
- Retrieve information as requested from records, email, minutes, and other related documents; prepare written summaries of data when needed.
- Respond to and resolves administrative inquiries and questions.
- Coordinate and schedules travel, meetings, and appointments for Executive Leadership.
- Coordinate Board schedules and communication for meetings.
- Arrange lodging, meals, and agenda/documents for Board meetings.
- Organize room reservations and refreshments for Executive Leadership.
- Take minutes at Academic Affairs Committee and faculty meetings.
- Prepare agendas and schedules for Executive and Leadership meetings.
- Record and distribute minutes or other records for meetings.
- Maintain office supplies and printed materials. Coordinates maintenance of office equipment.
- Maintain a system for recording expenses and the use of credit cards.
- 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

- Assign, plan, and oversee the work of assigned student employees.
- Handle discipline and termination of student employees as needed and in accordance with TMUS policy.
- Train student employees, verify timecards, and monitor work study budget.
- Complete student evaluations and maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- At least five-years' experience in administrative role.
- Proficient in Microsoft Office Suite.

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.

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.