



JOB DESCRIPTION



INFORMATION

Job Title	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt, full-time
Department	Human Resources	W/C Classification	8868 – Administration/Faculty
Reports To	Vice President	Compensation	\$18.00 - \$20.00/hour

SUMMARY

Advance the mission and vision of TMUS through administrative support to the department of Human Resources.

ESSENTIAL JOB FUNCTIONS

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

- Answer and direct departmental phone calls.
- Receive and distribute office mail.
- Maintain accurate and up-to-date human resource files, records, and documentation.
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to appropriate HR staff.
- Maintain the integrity and confidentiality of human resource files and records.
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Complete live scans for employees and members of partner ministries.
- Provide clerical support to the HR department.
- Conduct or assist with new hire orientation.
- Prepares orders for human resource office supplies.
- Perform other miscellaneous job-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

- Associates degree in related field required.
- Two years of administrative experience preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

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.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- 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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