



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Administrative Assistant</i>	<b>EEOC Job Classification</b>	Admin Support Workers
		<b>FLSA Classification</b>	Non-exempt, part-time
<b>Department:</b>	Engineering & Computer Science	<b>W/C Classification</b>	Clerical – 8810
<b>Reports To:</b>	Engineering & Computer Science Chair	<b>Compensation</b>	\$19.00 - \$21.00/hour

## SUMMARY

Performs and/or oversees a variety of associated administrative, fiscal, staff support, and planning activities, some of which require advanced or specialized knowledge and skills, such as database management, and/or specified information gathering for projects and tasks. Coordinates and may facilitate meetings, program functions, and/or special events, as appropriate.

## ESSENTIAL JOB FUNCTIONS

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

- Oversees and/or performs a range of diverse administrative activities for the department, serves as a central point liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the department.
- Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
- Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- Research information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Monitors, reconciles, and assists with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding.
- Provides and/or oversees support activities for the department such as answering telephones, assisting and resolving problems and inquiries of visitors, reviewing and control of incoming and outgoing correspondence, and follow-up on operational commitments.
- Schedules appointments and maintains calendars; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
- Establishes, updates and maintains department files, inventories, and records; implements and maintains data management systems, as required.
- Maintains engineering equipment which may include communication with company representatives of the equipment and material suppliers.
- Leads and guides in the work of student employees as appropriate.
- 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.
- Ability to gather data, compile information, and prepare reports.
- Ability to maintain calendars and schedule appointments.
- Ability to analyze and solve problems.
- Word processing and/or data entry skills.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- Oversee the student employees within the Engineering and Science department.
- Assign, plan, and oversee the work of assigned student employees.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

## **EDUCATION AND EXPERIENCE**

- Associate's degree or equivalent experience, Bachelor's degree preferred.
- At least two-years' experience in an administrative role, within higher education preferred.
- 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 and 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.