



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Executive Assistant</i>	EEOC Job Classification	Administrative Support Workers
		FLSA Classification	Non-exempt
Department:	Student Life	W/C Classification	8101 – Clerical
Reports To:	Vice President of Student Life	Compensation	\$20.00 - \$22.00

SUMMARY

Advance the mission and vision of TMUS by performing and/or overseeing a variety of associated administrative, fiscal, staff support, and planning activities. Coordinate and 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.

- Coordinate and perform a range of staff and/or operational support activities for the department; serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.
- 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.
- Schedule and coordinate meetings, events, interviews, appointments, and/or other similar activities for VP and Deans, which may include coordinating travel and lodging arrangements.
- Prepare or assist with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.
- Assist department in problem solving, project planning, and development and execution of stated goals and objectives.
- Post, balance, monitor, and reconcile internal department monthly, budgets, and financial reporting system reports; may prepare drafts of budget planning documents.
- 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.
- Order office supplies, printed materials, maintenance repairs, and other services.
- 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.
- 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 the Student Life student employees.
- Handle discipline and termination of student employees as needed and in accordance with TMUS policy.
- Train student employees, verify timecards, and monitor budget.
- Complete student employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in an administrative role.
- 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; use hands to finger, handle or feel; and reach with 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.