



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Corporate Sponsorship Coordinator</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Development	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Senior Director	<b>Compensation</b>	\$26.00 - \$29.00/hour

## SUMMARY

The corporate sponsorship and internship officer will focus on engaging corporate entities for the benefit of building upon the existing sponsorship program and the advancing of internship and career placement opportunities for TMU students and alumni.

## ESSENTIAL JOB FUNCTIONS

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

- Coordinate with the office of development on current corporate sponsorships.
- Help build corporate relationships with organizations throughout the USA for the sake of advancement, employment, and internship.
- Work with institutional leadership to formulate a comprehensive internship and career placement experience and take leadership in the execution of this experience.
- Develop and implement a comprehensive internship and career placement experience including working with student life to create a student culture oriented to internship/career planning, the briefing, evaluation, and debriefing of students for internships, specialized events/days for recruitment, preparation of an effective resume and job interview, as well as connecting with career options.
- Promotes office to students, alumni, and employers through a variety of marketing efforts.
- Work alongside the university's development officers to enhance and build upon current corporate sponsorship program and key relationships.
- Find other businesses to pursue as new corporate sponsors and internship placement including those found through TMU alumni.
- Cultivate and maintain corporate relationships bringing value to these businesses as they bring value to the institution.
- Works with the alumni department to build a robust job platform in which alumni can share and search jobs.
- Work with Provost to oversee the Interdisciplinary Studies Major.
- 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

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience
- At least one year experience in development department for an educational institution preferred
- Proficient in Microsoft Office Suite or similar software
- Must successfully pass a background investigation

## **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.

## **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.