



JOB DESCRIPTION



INFORMATION

Job Title:	<i>HR Coordinator</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	Seminary Administration	W/C Classification	8810 – Clerical
Reports To:	Director of Finance Operations	Compensation	\$25.00 - \$27.00/hour

SUMMARY

Advance the mission and vision of TMUS by supporting the day-to-day operations of the HR department. This position is responsible for coordinating recruitment, onboarding, records management, and general HR administrative functions.

ESSENTIAL JOB FUNCTIONS

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

- Assists with job postings, screening resumes, coordinating interviews, and onboarding new hires.
- Ensure new employees have a smooth transition through orientation programs and assistance with paperwork.
- Maintain accurate and up-to-date employee records, including personal information, benefits, and performance reviews.
- Address employee inquiries, resolving conflicts, and maintaining a positive work environment. Serve as a point of contact for HR-related inquiries from staff and faculty.
- Assist with enrollment in benefits plans, work with the Benefits Manager to help answer employee questions.
- Coordinating and facilitating employee training programs, including new hire orientation and professional development.
- Maintaining HR systems and databases, ensuring compliance with HR policies.
- 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

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelors degree or equivalent experience.
- At least three-years' experience in an HR 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 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, or combination 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.