



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<b><i>IBEX Resident Director and Activities Coordinator</i></b>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	School of Biblical Studies IBEX Moshav Yad HaShmonah, Israel	<b>W/C Classification</b>	8868 – Administrative/Faculty
<b>Reports To:</b>	Field Director of IBEX	<b>Compensation</b>	\$50,000/year

## SUMMARY

Advance the mission and vision of TMUS in all areas of promoting the IBEX program and caring for the students in residence each semester.

## ESSENTIAL JOB FUNCTIONS

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

- Provide shepherding under the direction of the field director for up to 40 residential IBEX students each semester.
- Plan, arrange, and execute extra-curricular activities of IBEX, including but not limited to the following: showing students locations of local markets (Neve Ilan, Kireath Jearim); Yad VaShem, Shuk day, Monday night events, "Saturday Night Live activities," movie nights, game nights, sport events, beach days, etc.
- Plan Kabblat Shabbat and chapel activities on Friday evenings when appropriate.
- Oversee the residential "room and board" aspects of the IBEX program, including but not limited to the following: Room assignments, key distribution and collection, room checks, quality of the meals on campus, assist in facilitating non-hotel meals for field trips, etc.
- Assist the Director in curricular logistics when needed.
- Assist in field study departures, managing the preparation and transportation of meals, the transportation of equipment, and assembling students for boarding the bus.
- Coordinate on-campus Bible Studies under the direction of the field director.
- Arrange transportation and medical care when needed.
- Represent TMU/IBEX to all Israeli publics.
- Perform IBEX tasks as delegated by the Director.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Is a fully devoted follower of Jesus Christ, has 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.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.

- Ability to communicate effectively, both orally and in writing.
- Willingness to learn biblical geography and Israeli study tours from the field director.
- Teachable attitude and flexibility with changing program need.
- Creative and innovative.
- Ability to live in a multicultural, multilingual environment.
- Enjoys international contexts.
- Ability to work with ambiguity.
- Attention to detail; ability to multi-task diverse projects; strong problem-solving skills.
- Ability to effectively communicate job responsibilities to future IBEX employees.
- Ability to work in a complex, diverse, and multi-cultural setting.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- Assign, plan, and oversee the work of the IBEX volunteer.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and maintain up to date job descriptions.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree required, Seminary (M.Div) degree 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.
- Some 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.