



JOB DESCRIPTION



INFORMATION

Job Title	<i>Executive Assistant</i>	EEOC Job Classification	Administrative Support Workers
		FLSA Classification	Non-exempt, part-time 20 hrs/wk
Department	Seminary Administration	W/C Classification	8868- Administration/Faculty
Reports To	Executive Vice President	Compensation	\$25/hour

SUMMARY

Advance the mission and vision of TMUS by performing a variety of administrative and support duties for the Seminary leadership team and the Executive Vice President

ESSENTIAL JOB FUNCTIONS

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

- Facilitate communication between ministry partners to achieve proactive cooperation of institutional initiatives.
- Assist in coordination for the execution of strategic initiatives with the ministry partners.
- Liaise on behalf of the Seminary executive team to implement and coordinate initiatives at TMS.
- Facilitate communication internally between the Seminary executive team and the President to achieve proactive cooperation of institutional initiatives.
- Performs other related duties as assigned, including secretarial assistance for the Doctor of Ministry program and leadership.

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.
- Has command of biblical and theological knowledge.
- Able to teach dynamically and to research and edit.
- 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

- Bachelor's degree or equivalent experience.
- At least five years' experience in administrative role.
- Proficient in Microsoft Office Suite.

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, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

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.