



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support Workers
		FLSA Classification	Non-exempt/Regular Full-Time, 40 hours/week
Department:	GSBC Graduate Administration	W/C Classification	8810 – Clerical
Reports To:	MABC Chair	Compensation	\$18.50 - \$20.50/hour

SUMMARY

Advance the mission and vision of TMUS by providing comprehensive administrative and operational support for the GSBC Programs. Assist the MABC Chairman and faculty with program administration, student advising support, event coordination, office operations, and thesis management to ensure the effective functioning of the department.

ESSENTIAL JOB FUNCTIONS

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

- Assist the MABC Chairman and faculty in all aspects of graduate program administration.
- Oversee event planning for the GSBC Graduate Program, including:
 - Planning and coordinating special events such as welcome dinners, guest lectures, workshops, seminars, and student socials.
 - Directing logistics for the annual Thesis Symposium, including venue reservations, refreshments, thesis defense coordination, and collaboration with students and faculty.
 - Organizing the annual Graduation Dinner, including program development, venue and catering arrangements, and distribution of regalia.
 - Coordinating DMin BC modules (May and December), including classroom scheduling, hospitality, group meals, and class photography.
 - Overseeing logistics for the Summer Intensive Program (SIP), including student handbook production, orientation, classroom scheduling, housing for non-local students, meal planning, transportation coordination, and weekend seminars with guest speakers.
- Assist in the oversight of GSBC office administration, including:
 - Serving as a central liaison between the department, other university offices, and external constituencies.
 - Drafting and editing administrative and technical correspondence and documentation.
 - Assisting with program planning, implementation, and problem-solving to achieve departmental goals.
 - Providing front-office support, including managing calls, greeting visitors, responding to inquiries, and monitoring incoming and outgoing correspondence.
 - Scheduling appointments; coordinating meetings, events, facility usage, and travel arrangements.
 - Maintaining departmental files, records, inventories, and data management systems.
 - Managing office supplies and coordinating maintenance of office equipment.
 - Handling incoming counseling inquiries and facilitating appropriate referrals.
- Oversee thesis printing, binding, and distribution to students.
- Perform 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

- Recruit, interview, and hire student employee(s) for the GSBC department.
- Assign, plan, and oversee the work of student employee(s) within the GSBC department.
- Train, evaluate, and provide ongoing supervision and support to student employee(s).
- Review and approve timecards and monitor applicable budget allocations.
- Address performance concerns, including discipline and termination, in accordance with TMUS policies.
- Maintain current job descriptions and complete employee evaluations.

EDUCATION AND EXPERIENCE

- Bachelor's degree required; equivalent professional experience may be considered.
- Minimum of two years of experience in an administrative role.
- Proficiency in Microsoft Office Suite required.
- Experience with Canvas (or similar learning management systems) preferred.
- Certification with the Association of Certified Biblical Counselors (ACBC) preferred, or willingness to pursue certification. Must be in agreement with and supportive of biblical counseling as historically taught at TMU.

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 position. Reasonable accommodations may be made to enable individuals with disabilities.

- Regularly required to communicate effectively, including the ability to speak and hear clearly.
- Frequently required to sit, stand, and walk; use hands to handle or operate standard office equipment; and reach with hands and arms.
- Required to maintain visual acuity, apply critical thinking and problem-solving skills, and interact effectively with others throughout the workday.
- Must be able to occasionally lift and/or move office equipment or supplies weighing 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.