



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Coordinator of Outreach and International Student Advancement</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt, full-time
<b>Department:</b>	Student Life	<b>W/C Classification</b>	8810 – Clerical
<b>Reports To:</b>	Director of Operations	<b>Compensation</b>	\$70,304

## SUMMARY

Advance the mission and vision of TMUS by mobilizing students to participate in the communication of the gospel locally and globally as well as showing the love of Christ. This position will also care for current International Students in practical ways including assisting with student visas, cultural adjustment, discipleship, events, etc.

## ESSENTIAL JOB FUNCTIONS

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

- Manage the office of outreach and international student advancement (personnel, budgets, etc.).
- Manage and maintain all international student visas upon arrival.
- Work with other designated school officials to help students maintain their F-1 status.
- Maintain a Designated School Official (“DSO”) status working with other DSO’s and alongside the TMUS Principal Designated School Official (“PDSO”)
- Assist international students with necessary school references (writing letters).
- Train and oversee global outreach trips:
  - Select locations/missionaries for service,
  - Recruit students and assemble teams,
  - Interview, and train student leaders,
  - Manage logistics of travel and service,
  - Supervise funding,
  - Visit various global outreach trips as appropriate.
- Teach global outreach class (through School of Biblical Studies).
- Produce and coordinate Missions week in October.
- Produce and coordinate Engage Day in November.
- Develop partnerships for local and global outreach.
- Create opportunities for local and global outreach.
- Manage the International Student program’s events and staff.
- Organize and lead the International Student Orientation and Passport to Master’s.
- Seek to disciple international students and mentor them through cultural challenges.
- 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**

- Oversee the direct reports within the global outreach department.
- Assign, plan, and oversee the work of assigned departmental staff.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least two-years' experience in a missions related field or working with international students.
- 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 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.
- 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 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.