



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Student Services Coordinator</i>	EEOC Job Classification	Administrative Support Work
		FLSA Classification	Non-Exempt; Part-time (20 hours/week)
Department:	Student Services – 5050	W/C Classification	8810 – Clerical
Reports To:	Director of Student Services	Compensation	\$19.00 – \$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by serving students from the point of acceptance through graduation. The coordinator works closely with the Director of Student Services, the executive Director of the D.Min. program, the Director of the ThM program, and the Student Services Associates/Registrar’s Office to provide comprehensive support, resources, and guidance to current and incoming students, particularly within the D.Min. and ThM programs.

- ESSENTIAL JOB FUNCTIONS**
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Contact all incoming students and send appropriate registration information.
 - Proactively connects with accepted applicants, especially those unfamiliar with TMS, to help them navigate the institution and prepare for program entry.
 - Provides academic advising support and ensures students are progressing appropriately through their curriculum charts, with particular attention to incoming and international students.
 - Manage incoming and ongoing student correspondence in a timely and professional manner.
 - Assists new students in interfacing with orientation leaders and ensures current students are properly registered and progressing toward program completion.
 - Works with the Executive Director of the D.Min. program and the Registrar to monitor non-registered and non-returning students, contributing to retention efforts and compiling relevant retention data.
 - Completes daily computer data entry and maintains accurate student records within institutional systems.
 - Maintains and manages the ThM thesis database, including tracking student progress, advisor assignments, second readers, and related administrative processes such as payments.
 - Coordinates lodging needs for D.Min. and ThM students traveling to campus for in-person modules.
 - Assists in planning and coordinating all student events, including orientation, module-related activities, student meals, and special gatherings.
 - Coordinates special meetings and logistics during D.Min. and ThM in-person modules.
 - Provides technical support to students using institutional systems and connects them with appropriate departments (IT, Registrar, Financial Aid, etc.) as needed.
 - Works with TMS administration to assist with international student matters, including documentation, communication, and general support (e.g., visas, official letters).
 - Serves as a primary point of contact for student questions, providing timely and helpful responses regarding program logistics and requirements.
 - Other 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.
- Demonstrates excellent oral and written communication skills in English.
- Exhibits strong organizational and administrative skills with attention to detail.
- Is service-oriented and able to interact effectively with a wide range of individuals.
- Demonstrates the ability to multitask effectively in a fast-paced environment with frequent interruptions.
- 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 responsibility.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- Prior experience in higher education, student services, or academic administration 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 40 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 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.