



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Administrative Assistant</i>	EEOC Job Classification	Admin. Support Workers
		FLSA Classification	Non-exempt Part-time, up to 29 hours/week
Department	Online Program Administration	W/C Classification	8810 – Clerical
Reports To	Director of Marketing & Enrollment, Online Programs Administration	Compensation	\$20.00 - \$22.00/hour

SUMMARY
Advance the mission and vision of TMUS by assisting the Director and Online Programs. This position oversees the daily administrative details of the TMU Online Program and is responsible for creating a customer focused environment in the office servicing the needs of students.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Oversee and/or perform a range of diverse administrative activities for TMU Online, serves as a central point liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the department. • Manages general reception of office including answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence. • Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation. • Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives. • Coordinates and facilitates department meetings and agendas. • Management of the master calendar and represent department at annual Campus Calendar Committee meetings. • Update and maintain department files, inventories and records; implements and maintains data management systems as required. • Provide general communication for online faculty. • Research information, compiles statistics, and gathers and computes various data; prepare special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from various sources. • Schedule appointments and maintains calendars; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required. • Monitor and maintain state authorization for distance education programs, including preparing and submitting required documentation, coordinating with internal departments to gather necessary information, tracking compliance deadlines, and ensuring all applicable fees are paid in a timely manner. • 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

- Assign, plan, and oversee the work of the student employees.
- 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 help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two years' experience in an administrative role within an educational institution.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook

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.
- There are no travel requirements for this job.

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.