



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Distance Student Coordinator</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt, full-time
Department:	Distance Education	W/C Classification	8868 – Administration/Faculty
Reports To:	Director	Compensation	\$28.00 - \$29.00/hour

SUMMARY

Advance the mission and vision of TMUS by providing support and oversight of the Mentor Model program. The DSC will work with the Director of Distance Education to ensure quality education in an online and distance format. This includes curriculum management as well as student interaction and educational data collection to monitor student achievement and mentor success.

ESSENTIAL JOB FUNCTIONS

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

- Advocate for and engage with distance education students, aiding their spiritual formation and academic development/advisement.
- Work with the Director of Distance Education to provide regular communications to distance students and mentors.
- Communicate the core values of The Master's Seminary among all mentors and distance education students, including: (1) Expository Preaching, (2) the Local Church, (3) Personal Holiness, and (4) Global Missions.
- Coordinate strategic meetings (whether online or in person) and events that will engage with current mentors and students as well as promote the MM program to TMS alumni.
- Establish and maintain effective communication strategies to ensure that mentors and MM students understand the curriculum of the program as well as the importance of church-based education.
- Establish and maintain processes to engage the mentors in creative and strategic ways to monitor their effectiveness as well as collect data from them about the progress of the students.
- Establish and maintain processes for student retention in the Mentor Model and Head Start programs.
- Work with the alumni department to assist in the placement of graduating Mentor Model students.
- 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.

- A keen knowledge of and interest in the field of theological education, especially as it relates to distance education.
- Ability to coordinate with TMS alumni for the purpose of promoting distance education at TMS.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of curriculum management and assessment of educational effectiveness.
- Ability to coordinate and organize meetings and/or special events for distance education.
- Ability to master new computer programs, including online learning platforms such as Canvas.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Master's degree or equivalent experience.
- At least three-years' experience in educational administration role.
- 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 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, or combination 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.