



# JOB DESCRIPTION



## INFORMATION

|                    |                                        |                               |                                |
|--------------------|----------------------------------------|-------------------------------|--------------------------------|
| <b>Job Title:</b>  | <b><i>Administrative Assistant</i></b> | <b>EOC Job Classification</b> | Administrative Support Workers |
|                    |                                        | <b>FLSA Classification</b>    | Non-exempt, full-time          |
| <b>Department:</b> | Development                            | <b>W/C Classification</b>     | 8810 – Clerical                |
| <b>Reports To:</b> | Director                               | <b>Compensation</b>           | \$21.00 - \$25.00/hour         |

## SUMMARY

Advance the mission and vision of TMUS by performing a variety of administrative and staff support duties for the department. Supports Development Officers and Executive Assistant by fulfilling mailings, filing and organizing, assisting with paperwork and performing recurring and one-time administrative tasks.

## ESSENTIAL JOB FUNCTIONS

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

- Assist Development staff in day-to-day operations.
- Maintain and input data while working to ensure data integrity during data entry process.
- Data entry on an as-needed basis.
- Complete data projects with attention to small details.
- Support Development Officers as they meet with and speak to donors.
- Manage student interns.
- 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.
- Excellent interpersonal skills.
- Multitasked in an environment with many distractions.
- Reading and comprehending correspondence is imperative.
- Exercise confidentiality, good judgment and discernment
- Must successfully pass a background investigation.

## CONFIDENTIALITY

- This position may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of TMUS, its

development or the business of its customers. Such trade secret information includes, but is not limited to, processes compilations of information, records, specifications and information concerning existing or prospective donors, clients and/or vendors.

- Existing and prospective donor lists and databases which the employee has or will have access to during the employee's employment, are trade secrets and shall be solely the property of TMUS as confidential during the course of employment.
- All trade secret information is of great present or future economic and competitive value to TMUS. This trade secret information is generally not available to the public or known by competitors of TMUS.
- Employee must treat all trade secret information as confidential both during and after employment. Employee shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of employment or at any time thereafter, except for the benefit of TMUS and as required in the course of employment with TMUS. Employee shall not remove or otherwise transmit confidential, proprietary or secret information without express prior written consent of an authorized TMUS representative.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience
- At least one year experience in development department for an educational institution 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 30 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.