



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt Part-time, up to 29 hrs/wk
Department:	Institutional Effectiveness	W/C Classification	8868 – Administrative/Faculty
Reports To:	Director	Compensation	\$18.00 - \$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by administrative supporting the Director of Institutional Effectiveness and Registrar. This dual-focused role requires exceptional organization, confidentiality, and data integrity. This role supports institutional effectiveness initiatives, accreditation efforts, and registrar operations by coordinating projects, maintaining accurate records, and facilitating communication across departments.

ESSENTIAL JOB FUNCTIONS

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

- Manage calendars, schedule meetings, and coordinate logistics.
- Prepare agendas, take meeting notes, and track action items.
- Draft and edit communications, reports, documentation, and training materials.
- Maintain organized records in compliance with institutional policies.
- Assist with data collection, entry, tracking, and organization.
- Support accreditation efforts by compiling documents and evidence.
- Assist with and maintain accurate student records.
- Maintain absolute confidentiality in compliance with FERPA.
- Respond to inquiries from students, faculty, and staff.
- 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.
- Strong analytical skills with an ability to format basic data tables and charts.
- Proficiency in Microsoft Office and Google Workspace.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in an administrative role, higher education experience 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.