



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Receptionist & Administrative Coordinator</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt, full-time
Department:	Staff Services	W/C Classification	8810 – Clerical
Reports To:	Human Resources & Budget Manager & Chief Operations Officer	Compensation	\$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by serving as a welcoming and professional first point of contact for students, employees, guests, and other constituents. This position provides front-desk and general administrative support and assists with the coordination of shared office resources and recurring Seminary activities.

ESSENTIAL JOB FUNCTIONS

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

- **Front Desk and Reception:** Serve as a welcoming first point of contact; answer and direct telephone calls; greet and assist students, employees, visitors, vendors, and other constituents; receive and distribute mail, packages, and deliveries; and maintain an orderly reception area .
- **General Administrative Support:** Provide clerical support such as copying, scanning, filing, formatting, data entry, maintaining the Seminary directory, and preparing and distributing printed or electronic materials.
- **Office Operations and Supplies:** Monitor, order, receive, organize, and restock office, copy-paper, kitchen, coffee, tea, and other shared supplies; maintain common beverage areas; coordinate approved vendors and recurring deliveries; verify orders; resolve discrepancies; and follow established purchasing and budget procedures.
- **Seminary Programs and Departmental Support:** Prepare weekly Chapel materials and provide administrative assistance for Seminary Wives and other programs, including organizing registration information, table assignments, badges, table tents, and related materials; coordinate with internal departments and outside vendors as needed.
- **General Responsibilities:** Maintain accurate records, protect confidential information, exercise sound judgment and responsible stewardship of institutional resources, and perform other related duties and administrative projects as assigned.
- **Leadership Support & Event Coordination:** Process expense reports for leadership team and help coordinating staff and faculty events, working alongside the events team.
- **International Student Support:** Occasionally provide administrative coverage and support to the International Student Advisor.
- 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.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or an equivalent combination of education and relevant experience.
- At least one year of experience in reception, clerical support, office administration, customer service, or a related role.
- Proficiency in Microsoft Office Suite, particularly Outlook, Word, and Excel, or similar software.
- Experience with purchasing, inventory, vendor coordination, or event preparation is helpful but not required.

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, 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.