



JOB DESCRIPTION



INFORMATION

Job Title	<i>Administrative Manager</i>	EEOC Job Classification	Admin. Support Workers
		FLSA Classification	Non-exempt Part-time, 10-months
Department	School of Business & Communication	W/C Classification	8810 – Clerical
Reports To	Cinema Digital Arts and Market Media Chairs	Compensation	\$20.00 - \$23.00/hour

SUMMARY

Advance the mission and vision of TMUS by providing administrative, operational, and production support for the Cinema & Digital Arts (CDA) and Marketing Media (MM) programs. Supports the day-to-day needs of both programs while helping coordinate equipment, student productions, events, and larger departmental projects, including the annual CDA Feature film.

ESSENTIAL JOB FUNCTIONS

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

- Manages general reception of CDA & MM office including correspondence, scheduling, calendars, documentation, purchasing, reimbursements, records, and departmental communication.
- Serve as a central liaison between faculty, students, adjunct faculty, university departments, industry professionals, vendors, and outside organizations.
- Maintain department files, inventories, records databases, and organizational systems.
- Assist faculty with program and project planning and the execution of departmental goals and initiatives.
- Help manage and organize production equipment used by CDA and Marketing Media, including camera, lighting, audio, and grip equipment.
- Work with faculty to anticipate equipment and facility needs for classes, assignments, productions, and special projects.
- Assist with the planning and execution of the annual CDA feature film, including pre-production coordination, scheduling, student communication, equipment, logistics, and production documentation.
- Coordinate communication with students, professional crew members, actors, vendors, locations, and other production participants.
- Assist with production paperwork, including releases, location agreements, case and crew information, call sheets, purchase requests, receipts, and related documentation.
- Help coordinate travel, lodging, transportation, catering, facilities, screening, premieres, and other production or departmental events.
- Perform other miscellaneous job-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 assigned student employees.
- Handle discipline and termination of student employees as needed and in accordance with TMUS policy.
- Train student employees, verify timecards, and monitor work study budget.
- Complete student evaluations and maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- At least two years previous experience in Administrative Assistant in 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 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.