JOB DESCRIPTION

INFORMATION			
Job Title	***Administrative Manager***	**EEOC Job Classification**	Admin. Support Workers
		FLSA Classification	Non-exempt
Department	School of Business & Communication	**W/C Classification**	8810 – Clerical
Reports To	Department Chair	**Compensation**	$20.00 - $24.00/hour

SUMMARY

Advance the mission and vision of TMUS by performing and/or overseeing a variety of associated administrative, fiscal, staff support, and planning activities, some of which require advanced or specialized knowledge and skills, such as database management, and/or specified information gathering for projects and tasks. Coordinates and may facilitate meetings, program functions, and/or special events, as appropriate.

ESSENTIAL JOB FUNCTIONS

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

- Manages general reception of office including answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence.
- Oversees and/or performs a range of diverse administrative activities for the department, serves as a central point liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the department.
- Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
- Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- Coordinates and facilitates department meetings and agendas.
- Management of the School of Business and Communication master calendar and represent department at annual Campus Calendar Committee meetings.
- Update and maintain department files, inventories and records; implements and maintains data management systems as required.
- Provide general communication for adjunct faculty.
- 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.