



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Data Coordinator</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Registrar's Office	<b>W/C Classification</b>	8810 – Clerical
<b>Reports To:</b>	Registrar	<b>Compensation</b>	\$18.00 - \$19.00/hour

## SUMMARY

Advance the mission and vision of TMUS by maintaining, tracking, and coordinating the flow of data within the Registrar's Office.

## ESSENTIAL JOB FUNCTIONS

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

- Data entry, filing, and management.
- Records updates, maintenance, and clean-up.
- Assisting the other members of the Registrar's Office with various projects like course scheduling and catalog updates.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ, 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
- Willingness and ability to learn new technology/programs.
- 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 equivalent experience, bachelor's degree preferred.
- At least 5-years' experience in an administrative role.
- 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 or 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.