



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Administrative Assistant</i>	<b>EEOC Job Classification</b>	Administrative Support
		<b>FLSA Classification</b>	Non-exempt, Part-time
<b>Department:</b>	School of Teacher Education	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Dean of Teacher Education	<b>Compensation</b>	\$17.00 - \$18.00/hour

## SUMMARY

Advance the mission and vision of TMUS by providing overarching administrative support to the students and faculty of the Pearl C. Schaffer School of Education. Oversees and/or performs a wide range of administrative activities, serves as a liaison with other departments and external constituencies in the resolution of day-to-day matters, and coordinates hospitality for several key annual events.

## ESSENTIAL JOB FUNCTIONS

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

- Interface with students to meet needs, answering questions about various department and university matters and referring them to other resources as indicated.
- Provide administrative assistance to faculty and staff.
- Carry out administrative and reception functions such as welcoming visitors, answering phones, filing, typing, copying, scanning, shredding, etc.
- Assist faculty with setting up advising appointments via Bookings, maintain advising rosters and files.
- Serve as a central liaison with other University departments, representing and advocating for the students and faculty of the School of Education when appropriate, attending University meetings as called.
- Collect and send department mail, interacting with Mail Center.
- Maintain electronic department files, including mission-critical documents, ensuring security and confidentiality.
- Order and maintain supplies, including classroom materials, office supplies, kitchen supplies, and other materials.
- Attend to building issues, both inside and outside, ensuring the facilities are safe, comfortable, clean, functional and welcoming, interfacing with Plant Ops as needed.
- Maintain Resource Room, overseeing curriculum circulation (checking materials in and out) and tidying space.
- Maintain department technology (iPads, Swivls, and SmartBoards) and schedule repairs or service as necessary.
- Interact with student worker(s), providing oversight, tasks, and training as needed.
- Organize department events and meetings by submitting relevant Events forms, providing hospitality in the form of a prepared and pleasant environment, sending invitations and tracking replies, taking notes if applicable, and preparing handouts.
- Support the Credential Analyst by researching information, compiling statistics and computing data, scanning and filing forms.

- Assist Dean with preparation of annual budget, keep departmental budget, and compare to university records on a monthly basis.
- Manage department payments and reimbursements for department faculty and staff via Chrome River.
- Prepare and send honoraria for mentor teachers in a multiple-step process, interfacing with school district personnel.
- Prepare and submit hiring forms for Adjunct Professors, interacting with Human Resources.
- Create and maintain accurate department calendars in tandem with university and local district calendars.
- 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**

- Oversee the direct reports within the assigned student employees.
- Assign, plan, and oversee the work of assigned student employees.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

## **EDUCATION AND EXPERIENCE**

- Associates degree or equivalent experience, Bachelors degree preferred.
- At least two-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.