



JOB DESCRIPTION



INFORMATION			
Job Title	<i>IBEX Resident Assistant</i>	EEOC Job Classification	Admin. Support Workers
		FLSA Classification	Non-exempt (Part-time – 20 hours/week)
Department	School of Biblical Studies and IBEX Study Abroad Program	W/C Classification	8868 – Faculty/Administration
Reports To	IBEX Field Director	Compensation	\$16.50/hour

SUMMARY
Advance the mission and vision of TMUS by providing essential relational and administrative support to ensure an enriching experience for IBEX students. This role is integral to fostering a supportive and cohesive community among the students while managing logistical and organizational tasks.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Use independent judgment and discretion to care for and assist students facing a wide range of issues using principles and techniques of biblical counseling and conflict resolution, and as necessary, to administer Biblically-based disciplinary actions using principles and techniques of confrontation and restoration. • Provide supervision of students as needed in accordance with safety guidelines and emergency response/crisis management protocols. • Be accountable for serving as an exemplary role model for the female students with godly character and integrity. Meeting with female students individually to provide encouragement and support. • Apply active leadership skills to guide female students in developing practical wisdom and establishing convictions which apply the truth of Scripture to their everyday lives, instilling in them a lifelong commitment to spiritual growth and service to the body of Christ. • Attend group events such as meals with students, weekly chapels, Bible studies, Church, Saturday Night Live events, Guest Speaker events, Field Studies (one-day and overnights), and Service events. • Attend Special Events such as birthday celebrations, Passover Seder, Purim party, Good Friday Jerusalem Walk. • Offer compassionate assistance to students who become ill by assisting the Administrative Assistant attend doctor appointments, purchasing and delivering medications, meals, and other necessities. • Coordinate Chapel Music Team by soliciting volunteers and arranging weekly music team schedule. • Help with student meals by coordinating with the hotel, managing meals on and/or during Field Studies, and helping the Administrative Assistant purchase and store any food/supplies. • Oversee the Shirt Design contest by receiving submissions, facilitating voting, and final distribution. • Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS
<ul style="list-style-type: none"> • 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 equivalent experience required.
- Two years previous experience in Administrative Assistant in an educational institution preferred.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook
- Previous participation in TMU IBEX program preferred.

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; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some 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.