



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Agribusiness Program Coordinator</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt, full-time
<b>Department:</b>	Development	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Senior Director	<b>Compensation</b>	\$26.00 - \$29.00/hour

## SUMMARY

Advance the mission and vision of TMUS by providing administrative oversight, strategic leadership, and industry engagement to advance the Agribusiness program. Support faculty and students, foster key relationships within the agricultural sector, oversees “The Farm” as both a classroom and business, and develop opportunities for students through internships, field study, and industry partnerships.

## ESSENTIAL JOB FUNCTIONS

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

- **Program Administration & Academic Support**
  - Oversee the daily operations of the Agribusiness program.
  - Coordinate scheduling and logistics with remote and in-person instructors.
  - Support in-person instruction by managing attendance, technology, and classroom logistics.
  - Assist faculty and students with administrative tasks.
  - Provide oversight for student interns and field study participants.
  - Recruit students and staff to strengthen the Agribusiness program.
- **Industry & Community Engagement**
  - Develop and maintain relationships with farmers, agribusiness professionals, and industry leaders.
  - Maintain and expand the TMU Ag Network, fostering partnerships with alumni and industry contacts.
  - Support engagement with program donors, ensuring relationships with key contributors remain active.
  - Organize and lead recruitment initiatives in collaboration with the Admissions Office.
  - Build partnerships with local 4-H and FFA organizations to create student service opportunities.
  - Coordinate an annual Ag Fair to connect students with agribusiness professionals and organizations.
  - Plan and oversee industry-related trips, including missions trips, field trips, and conferences.
- **Farm Operations & Strategic Growth**
  - Provide leadership for “The Farm,” ensuring it functions as both a hands-on classroom and a revenue-generating business.
  - Oversee farm operations, aligning agricultural activities with academic objectives.
  - Develop strategic initiatives to advance the Agribusiness degree with support from students and the Ag Club.
  - Assist in securing resources and financial support for program growth.
- **Student Engagement & Program Development**
  - Provide leadership to the Ag Club, supporting student-led initiatives and activities.
  - Oversee student internship placements and field study experiences in coordination with Career Services.

- Support the program's advancement through strategic relationships and outreach efforts.
- 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

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in a agricultural education or industry 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 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 40 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, or combination 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.