

Administrative Assistant for Teacher Education Department and Performing Arts Director

Tabor College is seeking a candidate for a full-time position. Education department responsibilities include managing education program databases, providing assistance to education students, developing/maintaining/disseminating credential files, coordinating field experience placements, and providing additional assistance to the Education Unit Head as needed. Performing arts responsibilities include assisting the Performing Arts Director as needed with tasks such as scheduling, ticket sales, front of house duties, travel arrangements for special performers, and marketing for events.

Qualifications:

- A.A. or commensurate experience preferred.
- Experience in word processing, database programs and use of various office machines required. Must be detail-oriented, organized, and a self-starter. Familiarity with local public and private schools a plus.
- Commitment to advancing teaching and learning in the context of a Christian liberal arts college is essential.

Beginning Date:

January 1, 2019 (sooner if desired).

Candidates are requested to submit the following:

- Letter of application
- Resume
- A list of 3-5 references that can be contacted if necessary

Send application materials via email (preferred) to ruthf@tabor.edu or by mail to:

Tabor College

Administrative Assistant for Education/Performing Arts Search Committee

400 S. Jefferson

Hillsboro, KS 67063

Closing Date:

Review of applications will begin immediately and continue until the position is filled.

Tabor College is a Christian liberal arts institution with a mission to prepare people for a life of learning, work, and service for Christ and his kingdom. The successful candidate must be in agreement with the mission of Tabor College (see <http://tabor.edu/about/mission-vision-values/>).

Women and Minority candidates are strongly encouraged to apply.

Tabor College is an Equal Opportunity/Affirmative Action Employer. As an educational institution operating under the auspices of the United States Conference of Mennonite Brethren

Churches, Tabor College is permitted, and reserves the right, to prefer employees on the basis of Religion (Title VII, Section 702-703, United States Civil Rights Act of 1964 as amended).