

Administrative Assistant for the Office of Advancement

The Tabor College Advancement Office seeks an experienced administrative assistant that performs a wide range of support services, manages an office, and serves as Campaign Coordinator. Candidates with office and organizational skills, computer proficiencies, is highly organized, gives attention to details, possesses written/verbal skills, and is able to manage multiple projects simultaneously are encouraged to apply. Associates degree and 5+ years of related experience required. Full-time position with benefits.

Please send cover letter, resume (including 3 references) to Ruth Funk, c/o Tabor College, 400 S. Jefferson Street, Hillsboro, KS 67063 or ruthf@tabor.edu.

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren Churches of the United States. It complies with all applicable non-discrimination laws. Women and Minority candidates are strongly encouraged to apply.