

## **ADMINISTRATIVE ASSISTANT TO THE DEAN OF STUDENT LIFE, LEARNING, AND FORMATION**

Provide administrative support to the Dean.

Duties: Assist students with their non-academic needs, such as housing, orientation, summer mailings, chapel attendance, health insurance and student visas, etc. Prepare the Student Handbook, Pictorial, College calendars, assist with different Student Life processes, and other communication items. Serve as Dean's office assistant and responsible for office management.

Qualifications: Must be able to articulate a personal relationship with Jesus. Exceptional interpersonal skills, ability to organize and prioritize multiple projects independently, proficiency with Word, Excel, G-Suite, and web-based communication, familiarity with Jenzabar CX helpful, must be able to maintain confidentiality. Bachelor's degree and office management experience preferred.

Full time Seasonal

Start Date: As soon as possible

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Misty Smithson by email at [mistys@tabor.edu](mailto:mistys@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.) 12-2tc