

Admission Office Manager - Tabor College

Do you have a personal relationship with Jesus?

Do you enjoy supporting a team of people by keeping a variety of systems well organized?

Are you naturally prone to make sure things are in order and work is done quickly and accurately?

Are you able to handle multiple irons in the fire?

Are you looking for a place to work that is truly mission driven and impacts lives?

Do you stay on task while having the ability to relate to people?

If you answer yes to **all** of these questions, then we are looking someone like you to join the team at Tabor College. Tabor College's mission is to prepare people for a life of learning, work, and service for Christ and His kingdom. Life at Tabor is about educating and equipping people to bring more of Heaven to Earth thereby making the world a better place.

Primary Responsibilities: Manage all admissions data entry systems for pace and accuracy. Serve as the administrative assistant for the enrollment management department. Oversee the scheduling and maintenance of the admissions vehicle fleet. Coordinate and oversee the execution of admissions marketing and communication flow with prospective students. Oversee the cleanliness and orderliness of the enrollment management office areas.

Reports to the Tabor College Dean of Enrollment Management.

Desired qualifications: Bachelor's degree required. At least 3 years of experience with administrative support in an office setting. Must be team-oriented. Good technical skills are required. Demonstrated attitude of excellent customer service and hospitality.

Annual full-time position: 40 hrs per week. Preferred start date: as soon as available.

Send cover letter and résumé to: to Misty Smithson by e-mail 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.