

Director of Financial Aid – Tabor College

Do you have a personal relationship with Jesus?

Are you a guilt-ridden worker, driven by process and accuracy?

Do you communicate clearly, and with accuracy and detail?

Are you an expert in Financial Aid, yet able to educate others around you with less expertise?

Are you conscientious, driven, sometimes stubborn, but soften to others as you get to know them?

Are you at times skeptical but willing to listen fully and openly and offer your expertise in a caring manner to drive optimal outcomes?

If you answered “yes” to **all** of these questions, then we are looking someone like you to join the team at Tabor College as the Director of Financial Aid. 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: To assure that the design and operation of the financial aid programs at Tabor College support and promote the attainment of college recruiting and financial aid goals in an effective and efficient manner while complying with federal and state regulations.

Reports to the Tabor College Dean of Enrollment Management

Desired qualifications: Ability to articulate a relationship with Jesus. Bachelor’s degree required. Preferred degree in Management Information Systems, Business, Accounting or a related field. High level of accuracy, organizational skills and refined analytical and problem-solving skills. 3-5 years of financial aid experience required.

Annual full-time position: 40+ hrs per week (exempt status). Preferred start date: mid-January, 2021

Send cover letter and résumé to: Misty Smithson by email 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.