

Welcome Center Host

Tabor College | 400 S. Jefferson, Hillsboro, KS 67063 | www.tabor.edu | (620) 947-3121

Hours: Maximum of 988 hours per year (19 hours per week)

Pay Rate: Minimum wage, \$7.25/ hour.

Dress Code: Business Casual or Business Professional

Reports to: Enrollment Management Office Manager

Job Description:

1. **Greeting People:** This is the key responsibility of the job. We have a first-class Welcome Center and we expect our Welcome Center Host to give first-class service.
2. **Answering Phones:** The “switchboard” is located at the front desk of the Welcome Center. All calls placed to the main Tabor College number are directed through the switchboard. The host is expected to stay apprised of current events at Tabor and be knowledgeable about our employee base to assist callers in reaching the appropriate person.
3. **Other Duties:** In addition to greeting guests and answering phones, the host will perform a number of other tasks to help maintain a welcoming and hospitable environment, including but not limited to:
 - a. Restocking and tidying beverage and snack stations
 - b. Tidying the front desk and waiting room
 - c. Helping assemble and send daily admissions mailings.
 - d. Putting out campus visitor parking and direction signs.
 - e. Cleaning the breakroom kitchen space and work room area.

Qualifications:

1. High School Diplomas or General Education Degree.
2. Professional hospitality experience and clerical, secretarial, or office experience.
3. Proficient in computer skills, including Microsoft Office and navigating the internet for the purpose of finding information.
4. Strong verbal communication and phone skills.
5. Excellent interpersonal skills.
6. Working knowledge of general office equipment.
7. Punctual and responsible.

Theological Commitment:

1. Have a passionate and unashamed commitment to Jesus Christ
2. Embrace Tabor’s Evangelical/Anabaptist convictions

Beginning Date: August 1, 2022

To Apply: Send resume and cover letter to Angela Vix, HR Coordinator, at angelavix@tabor.edu.

Closing Date: Review of applications will begin immediately, position open until filled.