

Admissions Recruiter

Tabor College, Hillsboro, Kansas

Do you have a personal relationship with Jesus?

Do you love helping people by answering questions and giving guidance?

Are you naturally fast paced while having the ability to keep a task list well organized?

Are you poised when people ask questions that require careful explanation?

Are you looking for a role that is truly mission driven and impacts lives?

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 seeks an Admissions Recruiter. This full-time position is responsible for recruiting a large territory of incoming freshmen. Necessary skills include networking, recruiting/marketing activities, assisting with campus visits, financial aid counseling with students, database management, and collaborating with faculty, coaches, and performing arts directors on recruitment efforts and communications.

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: Skillfully guide freshmen recruits and their parents through the Tabor College enrollment process, while upholding and communicating the institutional mission, vision and core values. Special emphasis is given to explaining the financial realities to each freshmen student and, if applicable, his or her parents.

Reports to the Tabor College Dean of Enrollment Management.

Desired qualifications: Bachelor's degree required. Experience in sales and marketing and/or college recruitment preferred. Must be team-oriented. Good technical skills are required.

Annual full-time position: 40+ hrs per week (exempt status). Preferred start date: July 2022.

Send cover letter and résumé to: to Angela Vix by e-mail tchumrec@tabor.edu

Starting Salary Range: depends on qualifications and experience

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.