

Enrollment Assistant

Tabor College in Wichita is accepting applications for a part-time Enrollment Assistant, with a normal work schedule of about 20 to 25 hours per week. Founded in 1908, Tabor College is an accredited, nonprofit Christian college affiliated with the Mennonite Brethren churches. Applications, nominations and referrals are invited. The degrees offered by Tabor College in Wichita are focused in the fields of business, ministry and nursing. As a Christian college, a faith statement will be required for employment. The college promotes diversity regarding such matters as race, color, national origin, age, disability, military service and other factors required by law.

Job duties include, but are not limited to:

- Assisting and answering questions from prospective students who contact the college, and setting appointments for prospective students to visit with the Enrollment Services department staff members.
- Administrative support to the Director and staff members of the Enrollment Services department. This may include maintaining budget data for recruiting and advertising, creating and maintaining admissions files for each prospective student, data entry of admissions information, tracking the admissions progress and current status of each prospective student, maintaining the department binders of articulation agreements with other colleges and universities, preparing correspondence to prospective students, and other administrative support duties.
- Assisting with logistical functions, such as keeping the events calendar for the department, coordinating arrangements for recruiting events, maintaining supplies of recruiting literature and forms, creating and updating forms used by the department, assembling supplies for recruiting trips, regularly testing and proposing updates to department websites, maintaining files of department vendors, maintaining files of referral sources and organizations in which the department holds memberships, and representing the department in meetings on logistical matters with other departments of the college.
- Managing the electronic files of press releases, radio and TV commercials, advertising copy masters, literature masters, forms masters, and similar electronic files.
- Providing backup coverage for other positions at the Wichita campus of Tabor College.

Qualifications:

- At least two years of administrative duties in a professional work environment are required. A job-related associates degree or comparable training is required. A job-related bachelor's degree would be helpful.
- Demonstrated ability is required at the user level in Microsoft Office or comparable applications, especially MSWord and Excel.
- Training and experience is preferred in such functions as email, social media, and basic graphic arts.
- Only persons eligible to work in the United States will be considered.

Questions regarding duties of the position should be addressed by email to Director of Enrollment Services, Jim Fly, at jimfly@tabor.edu. This position is open until filled. Early consideration may be given to those who apply soonest.

Apply electronically with letter of interest and resume with names of three references to Ruth Funk, HR Coordinator, ruthf@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. Minority candidates are strongly encouraged to apply.