

Administrative Assistant to the Dean of Student Life, Learning, and Formation

Overview: Tabor College seeks applications for the position of Administrative Assistant to the Dean of Student Life, Learning, and Formation. The position is responsible for assisting the Dean of Students in the day-to-day operations of the Student Life Office. Also assisting students with their non-academic needs such as, but not limited to, housing, orientation, summer e-mailings, health insurance, resident life conduct communications, and maintaining a calendar for Student Life staff.*

Details: Full-time, 40 hours per week

Beginning Date: As soon as possible

Qualifications:

- Bachelor's degree in any discipline
- Experience with Microsoft Office suite
- Strong interpersonal and communication skills
- Strong administrative and organizational skills; ability to balance competing tasks
- Student Life or residence life experience preferred

To Apply: Send resume and cover letter to tchumrec@tabor.edu

Closing Date: Until position is filled

Tabor College is an Equal Opportunity Employer. As an educational institution operating under the auspices of the United States Conference of Mennonite Brethren Churches. It complies with all applicable non-discrimination laws.

*A full job description is available upon request