

## **CMBS Assistant Director**

Tabor College is seeking a full-time, 12-month Assistant Director for the Center for Mennonite Brethren Studies. This is an entry-level position with strong potential for advancement. Specific duties include processing accessions (sorting, evaluating creating MARC records, etc.), assisting patrons with research requests, helping manage holdings (including selling items to the public), being a resource as needed to sponsoring Conferences, being a resource as needed to Tabor College constituents, other duties as assigned.

### **Qualifications:**

- Bachelor's degree required.
- Proficiency in Word, Excel, and data entry required.
- Must have or be willing to secure a graduate degree in a related field.
- Must have or be willing to secure reading fluency in German

### **Beginning Date:**

January 2023 preferred.

### **Candidates are requested to submit the following:**

- Letter of application
- Current resume
- A list of 3-5 references that can be contacted if necessary

**Send application materials via email (preferred) to [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu)**

### **Closing Date:**

Review of applications will begin immediately and continue until the position is filled.

Tabor College is a Christian liberal arts institution with a mission to prepare people for a life of learning, work, and service for Christ and his kingdom. The successful candidate must readily embrace the mission (see <http://tabor.edu/about/mission-vision-values/>) and theological identity of Tabor College (<https://tabor.edu/about/theological-identity/>).

Women and Minority candidates are strongly encouraged to apply.

Tabor College is an Equal Opportunity/Affirmative Action Employer. As an educational institution operating under the auspices of the United States Conference of Mennonite Brethren Churches, Tabor College is permitted, and reserves the right, to prefer employees on the basis of Religion (Title VII, Section 702-703, United States Civil Rights Act of 1964 as amended).