

Admissions Recruiter

Tabor College, Hillsboro, Kansas

Tabor College seeks an Admissions Recruiter. This full-time position is responsible for recruiting designated student populations to Tabor College from assigned territories, while upholding and communicating the mission, vision, and core values of Tabor College. 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.

A full job description is available upon request.

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+ hours per week

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